



## Little Cherries

### Procedure for Securing the Outside Area

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.** Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

#### Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### Access to Little Cherries

The main entrance to Little Cherries is from the car park and leads into the pre-school outside play area. This gate is secured by a sliding bar at waist height, a high sliding bolt which children cannot reach, and a push to release magnet lock. Visitors who arrive outside of the session times are required to use the buzzer system which informs staff that someone is at the gate.

A small wooden gate also leads into the main playground of Bewick Bridge Community Primary School (BBCPS) . This is our emergency exit and gives us access to the playground area.

An internal door leading from the classrooms into the building of BBCPS allows us access to school facilities.

#### Main Entrance

- At the beginning/end of a session a member of staff is present at the gate to open and then secure it.
- Once children have arrived and parents have left the premises, the main gate is secured and the door into the group is locked with the key left in the door. It is unlocked when the outside area is open and staff are deployed outside.
- When the session is running, visitors to the pre-school can access the group by pressing the intercom (buzzer) and then being let into the group.
- Staff visually check the identity of any visitors and will go to the gate if there is an unexpected visitor.
- When visitors have entered/departed Little Cherries staff will check that the gate is closed, barred and bolted.

#### Small Wooden Gate

- The small wooden gate leads into BBCPS playground and has catches on both sides. It is checked and secured by staff prior to children going out to use the outside play area.

## **Internal Door into BBCPS**

- The internal door leads into BBCPS. It is a slow closing door and has a high handle. Staff are aware that they need to be vigilant and ensure that the door is secure when entering/exiting.
- Any persons entering from BBCPS are asked to gain permission from a staff member before carrying out their business.

**In all cases if the gates or doors have, for some reason, been left open it will be secured and an immediate headcount of children will take place. The date and time of such an occurrence will be logged in an incident report.**

For more information refer to the 'Maintaining children's safety and security on premises' policy.

This policy was adopted at a meeting of Little Cherries

Held on: **May 2017**

Date to be reviewed: May 2018

Signed on behalf of the management committee:

Name of signatory: Jennie Peacock

Role of signatory: Chair