



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 at height 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 evacuation exit and gives us access to our emergency meeting point.

An internal door leading from the new corridor office into the building of BBCPS is locked during the session. Access is given to the cleaning team or any other service providers as supplied by BBCPS.

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 the main gate and the main door are secured. The main door to the building is unlocked to allow staff and children access to the outside area.
- When the session is operating, visitors with appointments 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 before entry. Unexpected visitors may be kept at the gate and an appointment made if necessary.
- When visitors have entered/departed Little Cherries staff will check that the gate is closed, barred and bolted.

Small Wooden Gate and Fences

- 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 outdoor play area.

- Before children are sent outside each day we ensure that the perimeter fence is secure, checking there are no holes or areas where children can squeeze under the fence

Internal Door into BBCPS

- The internal door connecting us to BBCPS is secured during the session. BBCPS will inform us if access is required via this point during a session. We request, where possible, that access to our provision, is made out of session time.
- Staff visually check the identity of any visitors before entry.

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: 1st March 2021

Date to be reviewed: September 2022

Signed on behalf of the management committee:

Name of signatory: Jennie Peacock

Role of signatory: Chair