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Registered Charity No. 802551

**SAFETY AND SECURITY OF CHILDREN AT PLAYGROUP**

Staplehurst Under 5 Playgroup aims to ensure the highest possible security of our premises at all times, to protect and care for each child during their time with us.

**Procedures**

* All staff have been checked for their suitability to work with and care for children by means of an enhanced disclosure from the Criminal Records Bureau (now known as the Disclosure and Barring Service).
* Each child is assigned a Key Person to ensure their individual needs are met.
* The staffing arrangements meet the needs of the all children and ensure their safety at all times. The daily staff-child ratio exceeds the requirements set by the Statutory Framework for the Early Years Foundation Stage (September 2014).
* All children are supervised by adults at all times. During each session, there is a minimum of 4 staff present.
* Adults do not normally supervise children on their own.
* There are systems in place for the safe arrival and departure of children each day.
* There is a daily arrival and departure register. Times are recorded of late arrivals.
* All visitors, including volunteers and parent-helpers, are required to sign the Visitors Book on arrival and departure.
* Our systems prevent children from leaving the indoor or outdoor premises unnoticed. In the exceptional circumstance of a child leaving the premises, the Missing Child from Setting Policy would be immediately instigated.
* The personal possessions of staff and volunteers are securely stored during each session.

 Smoking is strictly forbidden.