

EYFS DEPARTMENT

EYFS Safeguarding children: Maintaining Children's Safety and Security in School Policy

This Policy applies to the Early Years Department and is published to staff and parents.

Author: S Bullen (EYFS Manager and Junior Deputy Head)

This review: July 2025

Next review date: July 2026

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Introduction

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

Please refer to the whole school policies on child protection and safeguarding.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as Partners		

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. Other documentation is gathered as outlined in our whole school Safer Recruitment, Selection and Disclosures Policy.
- All children are supervised by adults at all times.
- Adults do not normally supervise children on their own.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our school premises, nor by any activity we undertake.

Security

- Systems are in place for the safe arrival and departure of children.
- Arrival and departure times of visitors are recorded in the main school office.
- Our systems prevent unauthorised access to our premises.

- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Arrival and departure

- A member of staff will welcome children individually into our setting on arrival and will oversee collection of their children.
- Staff will only allow a child to be collected by an authorised adult (these are those adults that are named on the child's registration form). Parents and carers must inform staff daily if another authorised adult is collecting their child. In cases where none of the authorised adults are able to collect a child another adult may be appointed; staff will ask the adult for identification before allowing the child to leave with the now authorised adult.
- The school reserves the right to refuse an unauthorised adult from collecting a child.

Emergency evacuation

- Fire exits are clearly labelled within the building.
- The setting displays the roles for each member of staff during an emergency evacuation.
- Evacuation procedures are tested at regular intervals and at least once every term and at different times and days of the week. These are recorded and used to inform any changes to the procedures.
- When an emergency is reported then the action that is taken should follow the school's fire evacuation procedures.