38. MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES

Policy statement

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

Procedures

Children's personal safety

- We ensure all employed members of staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's departures are recorded.
- The arrival and departure times of adults – members of staff, volunteers, and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our members of staff check the identity of any person who is not known to us before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are stored in the kitchen during sessions.
- No petty cash is kept on the premises.

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 11, 2026
Date to be reviewed:	May 11, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider