

## **BURWOOD**

### **Maintaining children's safety and security on premises including staffing levels.**

Last updated November 2022

At Burwood we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. As well as providing a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, to ensure that children have sufficient individual attention and to guarantee care and education is of a high quality. All of Burwood employees are appropriately qualified and we always carry out enhanced DBS checked for criminal and other records in accordance with statutory requirements.

#### **Procedures:**

##### ***Children's personal safety:***

- Burwood ensures we employ employees who have been checked through enhanced DBS checks
- Adults will never supervise children on their own
- All children are supervised by adults at all times
- When there are children on the premises, there is always two adults present
- Risk assessments are carried out to ensure children are not made vulnerable within any part of Burwood's premises, nor by any activity.

##### ***Security:***

- Systems are in place for the safe arrival and departure of children
- The times of the children's arrival and departures are recorded on the register
- The arrival and departure times of adults- Employees, volunteers and visitors- are recorded
- Our systems prevent unauthorised access to our premises
- Our systems prevent children from leaving our premises unnoticed
- The personal possessions of all employees and volunteers are securely stored during sessions

#### **Staffing Procedures:**

To meet this aim we use the following ratios of adults to children:

- Children aged two years: 1 adult: 4 children:
  - At least one member of staff holds a full and relevant level 3 qualification; and
  - At least half of all other members of staff hold and full and relevant level 2 qualification
- Children aged three years and over: 1 adult: 8 children:
  - At least one member of staff holds a full and relevant level 3 qualification; and
  - At least half of all other members of staff hold and full and relevant level 2 qualification
- A minimum of two members of staff/adults will be on duty at all times
- Each child is assigned a key person to help the children become familiar with our setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with Parents/carers for the well-being and development whilst their child is at Burwood. The key person observes the child regularly and uploads

pictures and observation onto the secure portal Tapestry for parents/carers of the child to review

- Burwood hold regular staff meetings to undertake curriculum planning and to discuss the children's progress, their achievement and any difficulties that may arise from time to time.

**Review:**

This policy will be reviewed by the Manager and Trustees.

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