



STARLINGS PRESCHOOL

CCTV/Security Policy

Starlings Pre-school 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 staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 assessment 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 arrivals and departures are recorded.
- The arrival and departure times of adults - staff, 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 staff and volunteers are securely stored during sessions in the Managers office and staff room.
- We have CCTV cameras installed in all rooms; the mainframe for the CCTV is in place in the Managers office; it is in use 24 hours a day and is viewed by a monitor and playback facilities are in place if needed. Parents will not be allowed to view the CCTV recordings. Only the Committee Chair and/or Police can request to watch the footage of the CCTV if it is deemed necessary.

This policy was adopted by Starlings Preschool

On 6th September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson

