

# Keeping the children safe and secure

At Cabbage Patch the safety of your children is of great importance. Our outer perimeter is securely fenced and gates locked. When outside a member of staff carries a key to the gates in case immediate access is required e.g. in case of fire.

The front door is kept locked and when opened at arrival and going home times a member of staff is always on door duty. Any visitors are asked for identification and must sign in and out of our visitors book. The majority only go into the office for a conversation with a member of staff. Anyone entering the playroom or outdoors is always accompanied by a member of staff and everyone knows the reason for their visit. A compliance sheet for all visitors is displayed.

Parents complete a who can collect my child form and children will not be allowed home with anyone whose name is not on the list. Parents are given the option of having a password for extra security.

We have the correct staffing ratio's of 1 to 4 for the under threes and 1 to 8 for the over threes.

On arrival the manager registers the children, their parents sign them in and the children register themselves by finding their name and posting it in our Cabbage Patch letter box. Children and staff sit together for registration at the start of each session and everyone is made aware of the total number of children present. The number is recorded in the register and up dated with any later arrivals.

Staff on outside duty regularly check their numbers and from the activity sheet check the names.

The children are encouraged to look after their toys and to accept that tidying is part of play and is needed to keep them safe and avoid accidents.

When a child goes home their parent signs them out and staff cross their names on the register. Staff sit with the children until they are collected. A member of staff is always at the front door.

**Janice Barker**  
Manager

**Michelle Johnston**  
Health and safety officer