

## **Daily checklist on working to safeguard the children**

1. Check security indoor and outdoor- the doors/gates are locked/unlocked.
2. The use of the video intercom for visitors.
3. Check name badges and ID of visitors before allowing them to enter.
4. The supervisor or person designated by the supervisor is aware of the whereabouts of other people in the building/on our premises. (Who is in charge of the book)
5. Check the information about security and the system in place (signs, posters etc.) for the visitors and parents.
6. Follow the process to verify ID and record the visitor's details in the book.
7. The arrival and departure of all staff, children, parents, helpers and visitors are recorded.
8. Written permission is given when possible when another adult is to pick up a child (book).
9. Health notes are adhered to.
10. Daily safety checks are made to toys, outdoor area and furniture.
11. Premises and equipment kept clean and safe.