

2.1.1 Introduction

The purpose of this policy is to ensure that only authorised persons have access to the Nursery whilst in operation in order to protect the safety of children and employees.

2.1.2 Responsibilities

- The Nursery Manager has a responsibility to ensure that an appropriate security system is in place.
- All Employees have a responsibility to ensure that the security system is operational and is used at all times
- All Employees have a responsibility to ensure that they are vigilant at all times and ensuring that access is only granted to authorised persons.
- Internal Childbase visitors have a duty to carry their Childbase ID Card.

2.1.3 Requirements

The following are key requirements that must be followed with regards to Nursery Security.

- The main door and any other entrances to the Nursery are kept locked at all times. If an entrance is required to be kept open (for example during deliveries) this must be closely monitored.
- An entry system is in place whereby parents and carers can gain access via an intercom and a magnetic release. Access must only be granted from Reception.
- A secondary lock will be in place should the magnetic system fail, for example during electrical failure.
- The Reception Area will ideally be manned at all times, however must be manned at key times (e.g. 7am – 9am) to grant access and monitor movements.
- Only authorised people listed on the registration documents will be allowed to collect children from the Nursery.
- Anyone collecting children must be typically over the age of 16. In the instance where the Parent / Parents are under 16 they have legal authority to collect.
- If anyone, other than those collecting children, requires access to the setting, their visit must be pre-arranged with the Manager and they must carry identification highlighting the organisation they represent.
- All members of staff, when answering the door to any visitor, other than those collecting children, must ask for identification and a clear explanation for their visit. The visitor must only be admitted if and when employee is satisfied with the information provided.
- All visitors will be asked to sign in and out. Visitors must be escorted off the premises by a member of staff
- Any person found on the premises without authorisation must be approached and asked for identification. If they cannot provide satisfactory identification or a reason for being on the premises, they will be politely asked to leave and will be escorted by a member of staff from the premises. If the person refuses to leave when asked, the member of staff must request assistance and the police may be called. Children must be kept away until resolved.
- Any incidences of unauthorised persons being on the premises must be reported to the manager and be recorded in the incident book.
- Parents must be supervised while viewing CCTV during settling sessions and must not be allowed to record footage on their mobile phones or similar devices so far as is practicable e.g. asking them to leave their mobile phone at Reception

2.1.4 Minimum Front of House Set up

Each Nursery, so far as reasonably practicable, we have the following in place:

- Reception Desk
- Access Control System at Reception
- A secondary manual lock on the front door as back up for the magnetic lock
- Posters displaying our policy on tailgating
- Visitor Register Book
- Employee Register Book

Document Control and Related Documents

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Author	Mark Bird
Reviewers	Health & Safety Committee
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