

## **Safety and Security Policy**

It is our duty to safeguard and promote the safety of children and families in our care.

We achieve this through having the following specific security measures in place:

### **Security Systems**

- All exits and entrances are kept secure through either a magnetic door release or a latch system via a digital lock. These security measures are positioned out of reach of the children where possible and children are (and should be by parents) actively encouraged not to press these buttons if they can reach.
- Fire exits which can only be opened from the inside.
- Requesting unknown person/s for identification prior to entering the building.
- A staff member supervising all deliveries/contractors whilst in the building and ensuring all contractors will sign in and out of the building.

### **Visitors**

- All visitors or other agencies will be asked for identification and to sign the visitors signing in register.
- Visitors are asked to wear 'visitors sticker/badge' whilst in the Family Hub. At no time will a visitor be allowed unsupervised access to the nursery rooms.
- Please note that we reserve the right to refuse entry to anyone who is being physically or verbally abusive or displaying aggressive behaviour. Visitors acting inappropriately will be asked via the intercom to leave the premises. If the behaviour persists, the police will be called.
- All visiting contractors must complete a contractor's agreement when working on the premises.

### **Additionally, to support our security measures we request that:**

- Parents/carers do not hold the door open or let anyone into the Family Hub including other parents/carers.

- Parents/carers inform staff of any alternative adults who will be collecting a child and have clear arrangements in place to ensure the safe handover for a child. We prefer to meet the person first, but if that is not possible, we will ask you for a description and password.

Should any child go missing, we follow a set procedure which is set down in the Child Missing at Nursery Policy.