



01 Health and safety procedures

01.11 Maintaining children's security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

- ❖ Entrances and approaches are kept tidy and always uncluttered.
- ❖ All gates and external fences are childproof and safe
- ❖ Front doors are always kept locked and shut.
- ❖ We have a safety chain on the front door.
- ❖ The identity of a person not known to members of staff is checked before they enter the building.
- ❖ All staff and visitors to the setting sign in and out of the building.
- ❖ We only allow access to visitors with prior appointments.
- ❖ Whenever children are on the premises at least two adults are present.
- ❖ A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- ❖ Back doors are always kept locked and shut as they lead to a public and unsupervised area.
- ❖ Parents sign their children in and out of the nursery.
- ❖ A register is taken at the beginning of the day and children's arrivals and departures are recorded.
- ❖ All children have a password system in place if a child is being picked up by someone not known to the nursery. The parent must inform us of a change of who is picking up their child.
- ❖ All children are supervised by qualified Nursery staff at all times.
- ❖ Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.

This policy was adopted by

Abinger Common Nursery

On

March 2024

Date to be reviewed

March 2025

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person