



Security Policy

Purpose of Policy:

The purpose of this policy is to ensure that Snuggle Bunnies Nursery will maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery main door will always be supervised with our CCTV, located outside of the nursery, at the entrance and at the back of the nursery outside play area. Anyone wanting permission to enter will ring the doorbell and identification will need to be checked.

Who is responsible?

The manager has a responsibility to ensure that an appropriate security system is in place and in working order.

All members of staff have a responsibility to ensure that the security system is operational and is used at all times.

All members of staff have a responsibility to ensure that they are vigilant at all times and ensuring that access is only granted to authorised persons.

Parents have a responsibility to not open the door to any persons seeking access, unless they know the parent, otherwise they must leave them to seek entrance via the bell.

How will the policy be implemented?

Security measures in place

- We have systems in place for the safe arrival and departure of children (register for children and visitors).
- The times of the children's arrival and departure are recorded in the register and who will be collecting each day on the collection list.
- The arrival and departure times of all adults (staff, volunteers, students and visitors) is recorded, and identification is checked.

- Photographs of staff are displayed at the office and by the entrance.
- Number coded lock on the entrance to the nursery (secured entry system).
- At busy times, a member of staff will greet parents/carers at the main door to the main entrance when they arrive and depart.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave. All visitors must wear our nursery visitor's badge.
- We have signs on the doors around the setting reminding staff, parents, and visitors that the doors must be locked. The doors into the play area can only be opened from the nursery door located outside of the kitchen, the fire exit and inside of the gate allowing children access in or out in the event of a fire evacuation (**see Fire Evacuation Policy**).
- New passwords are shared with staff and parents via email each morning.
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and identification must be shown and password advised when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the person would need to share the password. If they do not have the password the child's parents will be contacted for clarification.
- Our systems prevent children within our care from leaving our premises unnoticed.
- Personal possessions of staff are stored safely during sessions.
- During times of a pandemic, for example Covid-19, parents and visitors will be required to wear masks and any other PPE the nursery deems necessary. Should a visitor refuse they will not be allowed to enter the premises and the procedure for intruders or unwanted visitors posing a safety hazard will be followed.

Children's personal safety

- We ensure all our staff, students, volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service DBS.
- All children are always supervised by adults.
- We aim to always meet staffing arrangements (staff:child ratio) on the premises whenever children are present following the Statutory Framework for Early Years Foundation Stage (2017).
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phones on them during sessions (see Mobile phones & smart devices policy).

Armed intruder

- All staff will be alerted, and the police contacted immediately.
- Divert the intruder as far away from the children as possible and try to remain calm.
- All children and staff will assemble in the baby area (soft play area) away from the windows and doors and will be distracted by staff. Each room leader will headcount/register the children from their room and each member of staff will have a telephone (SBN mobile phones) that can be taken with them if staff and children need to leave the building. Staff and children will stay in their rooms until the police arrive.
- If the intruder enters the nursery and shows a weapon, try to remain calm. Do not try to disarm the intruder, reassure the intruder that it is not necessary for them to use the weapon (if you feel comfortable doing so).
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and report anything relevant that the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.

- Incidents should be recorded in the incident log book and reported to Brent Family Front Door and Ofsted.

Members of Staff

All members of staff at Snuggle Bunnies Nursery are screened thoroughly by management before commencing employment. This screening includes:

- Application for employment
- Interview
- 2 references are required, at least one from a previous employer
- Enhanced Disclosure Barring Service Enhanced check (DBS)

In addition to this, the applicant may also be asked to provide a doctor, reference.

| Last Updated/Reviewed On: | SIGNITURE |
|----------------------------------|------------------|
| 19.4.2020 | O.M |
| 19.11.2020 | C. Morgan |
| | |
| | |
| | |
| | |
| | |