



## Security Policy

The purpose of this policy is to ensure that only authorised persons have access to Larkfield daycare whilst in operation in order to protect the safety of children and staff in line with the health and safety policy. Who is responsible? The manager has a responsibility to ensure that an appropriate security system is in place. 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 porch. How will the policy be implemented? Parents collecting children and visitors · We will ring the bell and a member of staff will go to open the door and shut the porch door behind them which has a key code on which only staff know. Only authorised people listed on the registration documents will be allowed to collect children from Larkfield daycare. These people must be over the age of 16 years. · Where a person who is not listed on the registration form tries to collect a child, they will be asked to wait with a member of staff whilst the primary carer for the child is contacted for confirmation that they are authorised to do so. The member of staff will explain the security policy to the person. · If the member of staff cannot contact the parent, then they will contact the emergency contact · If the parent gives verbal authorisation that the person is allowed to collect the child the member of staff must request that a password is given for their first visit until staff know the person. · 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 visitors will be asked to sign in and out of Larkfield daycare. Due to the nature of the inspections they are not required to give notice that they are visiting the setting. However, on arrival they should sign in and show identification, they will then be escorted by a member of staff to the nursery manager. It should be noted that visitors should at no point have unsupervised access to the children. · 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 staff are satisfied with the information provided. · Visitors must be escorted off the premises by a member of staff, they will be asked to sign out when leaving the premises. · Any person found on the premises without authorisation should 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 should request assistance and the police may be called. · Any incidences of unauthorised persons being on the premises must be reported to the manager and be recorded in the incident book.

Members of Staff All members of staff at Larkfield daycare are screened thoroughly by management before commencing employment. This screening includes:

- Application for employment
- Interview
- 2 references are sought, at least one from a previous employer
- DBS Enhanced Disclosure check

In addition to this the applicant may also be asked to provide a doctors reference if management requires it. Children must inform a member of staff if they are leaving the room and state where they are going. Children are not permitted to open outside doors. All children must be signed out of the building on collection.