

EMMANUEL CHURCH NURSERY SCHOOL

SECURITY OF PREMISES POLICY

Systems are in place for the safe arrival and departure of children as follows:

- The front door to the main hall is always manned when children arrive.
- Before the children arrive the back door is unlocked and then an internal chain is applied to ensure the door can only be opened by an adult in an emergency.
- When the last child has arrived, the front door is closed. The internal doors are latched shut to prevent any unauthorised access or exit
- When the last parent has left the car park, the main gate is closed.
- At the end of the session the front door is manned and children are called individually by a member of staff only when a parent or other authorised adult is present, no child is allowed to leave with an adult other than their parent unless the setting has been informed of this by their parent/carer.
- Arrival and departure of children and staff is recorded in the register daily. The number of children present is displayed on our information board.

Visitors

- All visitors are asked to show identification if unknown to staff and their purpose of visit, arrival and departure times are recorded in the visitors' book.

Late arrival/early departure of children

- If children arrive late or depart early, this is recorded in the register using red pen.

Outdoor security

The outdoor area is securely fenced and children are supervised by staff at all times. Children are counted out of the building and back in again, and the outdoor area is checked to ensure that no children are left outside when we re-enter the building.

The gate is closed and clasped. A combination bicycle lock is wrapped twice around the opening. We also apply a large bungee strap to hold the clasp and gate closed.