



Maintaining Children's Safety and Security at Otters Nursery School Basingstoke

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015
23.7.2014	R. Angell J. Malins		28.7.2014	

Policy

Otters Nursery School maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Please note this procedure does NOT supersede any other procedure.

All members of staff must follow the procedure at all times :

Please refer to the Security Gate / Door Plan at the bottom of the procedure

***Authorised persons are those identified on the Parenta system.**

***locked doors & gates have locks**

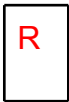
***secured doors & gates have bolts and/or child safe locks or catches.**

The front door must remain ***locked at all times.**

The interior gate behind the front door must remain shut & ***secured at all times.**

- The main point of entry for *authorised persons is : through the parents entrance Gate 1 , the Main External Security Gate (2), the Secondary External Gate (3) and the Main Internal Security Door (4) .
- Parents Entrance Gate 1 is *secured and shut at all times.
- The **Main External Security Gate (2)** has **security coded entry** for *authorised entry only. **It remains shut *secured and *locked at all times.**
- The **Secondary External Security Gate (3)** is shut and *locked at all non peak times and at all times when the children are using the outside areas. A coded padlock is used to lock the gate. When locked staff monitor & supervise authorised persons to drop or collect a child - see below.
- The **Main Internal Security Door (4)** is ***secured and *locked .**

Visitors and any person NOT *authorized to enter the Nursery premises must ring the bell at the front door and await admittance.



Visitors and any person NOT *authorized to enter the Nursery premises must not enter until a staff member has authorized them and agreed that they may enter.

Visitors and any person NOT *authorized to enter the Nursery premises must sign the visitors sheet with time of entry & departure.

Visitors and any person NOT *authorized to enter the Nursery premises must read the visitors notes & sign the visitors sheet to verify that they will abide by the visitors notes.

The visitors signing in & out sheet, visitors board & notes is located in the designated area by the front door.

Parents/carers, and persons authorized to collect/drop a child must enter and leave the premises via the designated fenced pathway as detailed above.

Parents/carers, and persons authorized to collect/drop a child must use the Main Interior Security door (4).

Staff must sign in / out the child in the Attendance Register , recording the time of drop off & collection.

Please note: All parents/carers and persons authorized to drop off and collect are responsible for the child/children in their care, whilst present at the Nursery .

Please note: The Nursery is responsible for the child/children in their care between the signing in & signing out points .

Please note: All parents/carers and persons authorized to drop off and collect are responsible for escorting & overseeing each child safely. Particular care must be taken in the car park and near roads.

Please note: *Authorised person refers to a person recorded on the Nursery Parenta System as such.

Security Gate / Door Plan

