



LADYBIRDS NURSERY







Maintaining Children's Safety and Security on the Premises

Safeguarding



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












Procedures

Children's Personal Safety

-  We ensure all staff, college students and volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
-  Staff members are not left to supervise children on their own unless within the ratio.
-  All children are supervised by adults at all times.
-  Whenever children are on the premises, there will be at least two qualified adults at all times.
-  We ensure that child; adult ratios are maintained at all times.
-  We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

-  Systems are in place for the safe arrival and departure of children, registers are taken daily.
-  Registers are taken after moving from room to room and playing outside.

-  The children's arrival and departure time is recorded in the register.
-  Staff record their arrival and departure time in the signing in book in the entrance. They also record when they leave the premises for lunch and breaks and sign back in when they come in.
-  The main entrance, and the back entrance are now fitted with a secure bio-metric finger print system (2018)
-  All parents have to authorise other people to collect their child, therefore any parents, carer, grandparent who has not got direct access into nursery using their finger print is not authorised to enter the building.
-  Parents are made fully aware of not leaving the doors open for anyone to tailgate. Parents are more than happy for each individual to sign themselves in using the finger print.
-  The device is linked to the computer in the office. The managers can control who has access and who is to be either deleted or suspended.
-  Parents who's children leave will be deleted so they cannot gain access into the building in the future.
-  The doors leading into the nursery from the entrance hall also has a security device fitted, this is a key code. Parents and carers are given to code to the door when they settle their child in. They are asked not to pass this to any third party.
-  There is a password system in place, we encourage parents to use this system, this is to identify any third party that comes to collect a child. (This will only happen if parents have informed us earlier in the day that someone different will be collecting the child, and for someone who has not got an authorised finger print) The person will be asked for the password before being allowed through the internal doors.
-  Staff and students are not permitted to bring personal possessions into the nursery rooms. We have a staff room to store any personal belongings.
-  Mobile phones are not allowed in the nursery rooms, parents are asked also not to use their phones in the nursery. There are signs all around for reminders for parents.



For parents with English as an additional language, we have put visual signs to stop parents using their mobile phones.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed

This policy will be reviewed sooner than the renewal date should any new information become available