

**ABC NURSERY POLICIES AND PROCEDURES**

**POLICY 15: Security**

- 15.1 Parents are informed by the A.B.C. Nurseries of procedures for the collection of children.
- 15.2 Staff will not let a child be released to an adult they do not recognise, where the parent has not informed them that anyone different is collecting their child.
- 15.3 Security systems are in place to prevent access to the building.
- 15.4 High fences and bolted gates are in place to protect children wherever possible during outside play.
- 15.5 Parents prior to their child's admission will complete security forms. These will contain signatures of the people collecting the child plus a password for added protection.
- 15.6 Parents / primary carer are asked to sign the signing-in sheet as they enter the nursery and hand over their child to the care of nursery staff.
- 15.7 The Nursery Manager will only allow responsible staff to open the door of the nursery. We will inform students / volunteers that they are not allowed to open the door.
- 15.8 We will ensure that a responsible member of staff is in the hall at the beginning and end of the day to ensure that children do not wander out unnoticed when the door is opened frequently
- 15.9 We will display a notice on the door that requests that parents do not open the door to let themselves out.
- 15.10 If a person arrives at the door and staff feel threatened by their appearance or mannerisms then the nursery reserves the right to refuse entry to this person.