**Security policy**

At Pomfret Woodland Community Nursery the safety and security of the children in our care is paramount. The procedures that are in place ensure that children remain safe whilst at nursery and off site.
The nursery shares a building with Pomfret Children's Centre, who also has stringent security procedures. All centre staff have identity badges and should be clearly identifiable to any parent or visitor. The building operates an intercom entry system for both the nursery and children's centre. The nursery grounds are fully fenced with no access from the school grounds. The rear gate to nursery which is accessed via the outdoor area is open for parents at the following times:

**8am - 9.10am, 12.50-1.10,pm 3.55-6.00pm**

Once parents have left the site, rooms are to communicate that it is safe to lock the gate. **12pm pick up and drop off are to use the main entrance.**

Parents can then access each room in nursery by their own room doors if they use the rear entrances. These doors will be locked and manned by room staff, parents may have to wait for staff to give them access to nursery, the doors will be opened and locked to let each parent in and out of nursery. Parents of pre-school room will be asked to step inside whilst they collect their child, conversations will not be had on the door. Toddler room to handover at their door. The gate is to remain closed, to keep the area secure.

The keys to each room are stored in a safe place, out of reach of the children. But within easy access in case of an emergency.

If parents use the main entrance via the Children's Centre, they will need to use the intercom system to gain access.
In all cases priority will be given to children collecting their child at the end of session, parents dropping a child off may be asked to wait due to ratios and congestion in the rooms. Since COVID 19 restrictions were relaxed parents have been invited to come into nursery to collect their children, they are welcome to also enter the building to drop children off, although staff will collect children from the door and supervise them into the room if needed.

If anyone should come to collect a child whom staff don't recognise, they will be asked who they have come to collect, their full name and any passwords. They will be asked to wait outside until they can be recognised by another member of staff or until the relevant security details have been checked.

All parents provide on registration a security password to ensure that nursery only release children to approved and know adults with the permission to collect children. Parents also on registration provide the names of those adults who are authorised to collect their child, this can be amended at anytime, and the password allows for those emergency situations. Passwords will be asked for before entry to the centre is allowed.

Any visitors to the nursery will have their identification checked if available and will be asked to sign in the visitors' book. Visitors will not be left unsupervised whilst in the nursery, and where professionals make regular visits to the nursery evidence of an enhanced DBS check will be asked for. Visitors will be asked to ensure their mobile phones are left in the lock box in the office whilst on the premises as we are a no mobile phone nursery however we appreciate that some visitors such as contractors and other professionals may need to take photos we ask on those occasion that they're mindful of our policy, they place a sticker over rear and forward facing cameras (When not In use) and they aren't left unsupervised. (This is to be agreed by the most senior member of staff on the day) Please also be aware the exterior of the building is monitored by CCTV, this is used to protect the building and it's contents. Procedures are in place to ensure that children are safe whilst off site on visits.
Risk assessments will be carried out and recorded prior to and during visits and these are reviewed annually or as an when changes need to be made. A visit planning record will be filled out prior to the visit. Children's contact details will be held by the senior staff member and children on visits will wear high vis jackets with the nursery details clearly identified. The adult: child ratio's will be reduced whilst on off site visits to ensure the safety of all children. (See visit and outings policy)

| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
|---|---|---|
| *10.07.2026* |  | *10.07.2027* |