

## Premises and Security Policy

Flying Pre-school aims to provide a safe and secure environment where children can learn and develop, both indoors and out.

The nursery is always secure, with locks to gates and access doors closed they are unable to be opened from the outside without a key.

We have high handles on both entrance doors and at the beginning of the session when the doors are open we have a member of staff on the outer and inner doors. If the door is locked access is gained by pushing the doorbell located at the front door.

Risk assessments take place in the morning to ensure the area and equipment is safe and all the fencing and surrounding areas are secure.

When staff arrive at the setting they are required to sign the time in and out, as are visitors. Visitors are also required to state the purpose of their visit and if from a company show some kind of identification verifying their identity. A member of staff will mark the children in and out and state what time this is.

For security purposes if someone other than the authorised collectors on the 'Registration Form' should need to collect a child we will need to be notified by the parent and have a password system in place, in the case of an emergency and someone else is collecting a child parents should inform the setting as soon as possible, describing the person to the staff and give the password they have written on their 'Registration Form'. The staff at Flying Start have the right to refuse to let a child leave without a parent's confirmation.

Anybody entering the building are asked to sign in and out using visitors section on register, stating their reason for visit. Where appropriate identification will be checked and verified.

We have hooks on the garden gate to prevent children exiting the nursery without our knowledge, parents and children are told only a member of staff is allowed to open the gates so we are aware who has left.

Parents are requested to reverse park at all times in order to improve visibility (young children, prams). They are advised to always hold their child's hand when entering and leaving the building. We also ask them to take responsibility for their child and siblings when they are on the premises.

The front of the property (car park area), garden and back of the property has CCTV cameras in place which the scouts association have put in place to protect the property after damage to their minibus and some people entering the premises at night over the metal fence. The CCTV footage has a nominated individual from the scout association who is responsible for the CCTV system. The CCTV is in operation 24 hours a day and recorded images are retained long enough to allow for any incident to come to light (eg for a theft to be noticed) and to investigate. The images are securely stored in a locked office in the scout hall and only authorised individuals can check footage, the system is checked regularly that it is working.

To ensure correct set up procedures and security, staff at the beginning of day must:-

1. Turn on light and ensure all are working.
2. Check heating is working (if appropriate)
3. Turn on emersion heater.
4. Carry out relevant risk assessment requirements completing and signing sheet.
5. Check fire exits and outer door are securely closed/locked
6. Check fridge and freezer temperature chart, plot and sign sheet
7. If a Tuesday, Wednesday, Thursday bring in milk and store appropriately
8. Check fencing and gates are complete and secure.
9. Set up room following health and safety requirements regulations/policy

10. Ensure all visitors/staff sign in.
11. Close gates (latest time 9.30am), earlier if all children have arrived.

At the end of the day all staff must:

1. Pack equipment away inside and out following health and safety requirements regulations/police
2. Check that all taps have been turned off.
3. Turn off the emersion heater
4. Ensure all fire exits are secure
5. Ensure windows are closed and locked.
6. Check all plug sockets are switched off ( apart from fridge freezer)
7. Turn off lights in hall and kitchen.
8. Check garden door
9. Lock front door.
10. Padlock large iron gates.
11. Close and lock side entrance gate

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
<i>09/11/2021</i>	<i>Sarah Maynard</i>