**Busy Bodies Child Care Centre Ltd**

**Security of Premises**

The safety of children and adults is of paramount importance. The premises both indoors and outdoors must be safe and secure. The setting will have detailed procedures in place to ensure that effective systems are implemented and maintained, this includes arrival and departure procedures.

Procedure

The premises of the nursery have security fencing, and gates are kept closed at all times. The gate from the outside area to the front is kept locked.

The nursery manager has a set of keys to unlock these gates during fire drills or whenever necessary.

The nursery entrance doors are kept locked at all times from the inside. Parents / carers have to press the doorbell for assistance.

We ask that parents / carers do not bring friends or colleagues into the nursery without written permission from the nursery manager.

If a person is not recognised as being a parent / carer they will be challenged.

Only the named adult for the child can collect the child from nursery. If the names adult wished another adult to collect their child the nursery manager must be informed in advance. They need to know who is collected the child and ideally meet them before they come to collect. Please see the arrival and departure polices for more information on this.

All parents / carers and visitors if staying at the nursery for a period of time must sign in on the arrival and departure form as well as the visitors book.

All the staff in the nursery are required to have a recent DBS certificate and a copy of this will be kept in the setting.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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