



On-Site Security Policy

This policy is a summary of the measures and procedures in place to ensure the on-site security of children, staff, parents/carers and visitors to the premises.

Procedures for security

- The caretaker will unlock the building upon arrival to school and complete a playground and premises security check to ensure the grounds are safe and the perimeter is secure at the beginning of the week. Any faults or concerns will be logged in the Hazard Reporting System folder and reported to the Head Teacher.
- All staff will enter the school by the reception or side door and mark against their name to mark their arrival on site.
- Staff wear identification badges
- The Nursery site is totally enclosed by security fencing. Access to the rear outdoor area is likewise restricted by security fencing, with a padlocked gate for maintenance access and emergency evacuation.
- The entrance door to reception and the children's entrance are locked at all times, with access by means of doorbells. Office staff control access of visitors into reception and from there is a further coded entry door into the nursery from reception.
- Exit is by means of a high switch, which electronically unlocks exit doors
- Children are the parent's responsibility until they are handed over to the key worker at the beginning of session and once they are handed back at the end of the session, a member of staff stands by the children's entrance door to greet children, parents and carers at the beginning and end of sessions to support parents and ensure children are accompanied by an adult as they leave. The children's entrance is staffed at main dropping off/picking up times for a period of 10 minutes, after which time a notice is strung across the door indicating parents/carers to exit via reception. This door also has an internal sounder to indicate the door has been opened and will alert staff. Entry and exit outside of these periods is via reception, with controlled entry.
- All visitors must sign the visitor's book and wear a visitor's badge. Staff are aware to challenge visitors who are not wearing this identification as they may not have been

authorised to enter the building. Visitors are required to sign out when leaving the school site and to return their visitors badge

- Staff who are employed by Derbyshire County Council and have photo identification have appropriate DBS checks are allowed to work in the building unattended. Others who are not employed by Derbyshire County Council or do not have photo identification must be accompanied around the building by a member of staff.
- Governors visiting in school have full DBS clearance, but usually remain with the Head Teacher or member of the teaching staff when visiting the school.
- All staff have a Disclosure and Barring Service check. Regular volunteers and students who come into nursery to help regularly have a DBS check. All information is kept in the Single Central Record.
- Parent helpers in school work under the direct supervision of the class teacher or teaching assistant unless they have full DBS clearance and will have signed a parent helper/volunteer agreement and receive the booklets outlining safeguarding and safer working matters.
- Students and visitors wear lanyards while on-site to identify to staff that they have been through reception and are authorised to be on the premises.
- Staff complete electronic registers at 9.00am and 1.10pm. Prior to these times, children are supported by their parents to take their name cards to their key worker on arrival, so staff are aware which children are on the premises before group times.
- There is a separate lunchtime register, taken by the senior lunchtime supervisor. Dinner children are marked off in the register when they are collected by parents at 12,30pm. At the end of lunchtime, there is a mid-day supervisor on the main door to ensure children leave the nursery with a known adult.
- There is a separate register for the before and after school sessions, completed by the supervising member of staff. At 8.30am, the children attending the before school session are supervised to take their name card from their base room to their key worker.
- Each child has a password, chosen by the parent and recorded in the home contact file. Parents are asked to inform nursery if an adult other than the normal/listed person is collecting their child. If this is by telephone, they will be asked to identify themselves using the password, if their voice is not recognised. The adult collecting the child will also identify themselves by using the password.