**Statement of intent:**

We believe that the security of our children and staff is of paramount importance and regularly review and amend our security arrangements as necessary.

Security

On arrival:

* When children arrive at the pre-school, they enter the pre-school via the preschool gate in Merryoak Road, (into the Preschool Garden). Staff will be deployed at the preschool door and the preschool gate. A member of staff will take the register at the gate or in the room.
* The children are brought into the pre-school by the parents/carers from the garden entrance. The child remains the responsibility of the parent until they enter the pre-school premises. The parents/carers will then leave via the one way system (the double blue doors in the main room) or remain.
* On arrival to work, staff will enter the pre-school. They will sign in on arrival and departure. All staff will be registered in and marked as present.

**During session time:**

The main door from the hall into the pre-school is always closed and can only be accessed by a security code, only known to the staff.

Anyone wishing to enter the pre-school during session time, must enter via the Festival hall double white doors (Merryoak Road). Visitors need to call the setting and someone will come to let them in.

Parents/carers, family and visitors can contact the Preschool/staff by calling 02380447997 or 07588048737.

All visitors to the pre-school will be required to sign in and out of a visitor’s book and hand in their mobile phone. Staff also put mobile phones away in trays on arrival/when on duty and switch off any Bluetooth to watches.

**On departure:**

When collecting children at the end of the session the following procedure will be followed.

* Staff will be deployed in the Preschool main room. Children who are going home will be gathered.
* A member of staff on the Festival Hall (double white doors) will call one child at a time (up to three children) but only when they have seen that the child’s parent/carer is waiting for them and aware they are coming out next.
* If parents/carers wish to speak to the preschool manager or any member of staff they may need to wait until all children have been escorted out. This is to ensure that the manager or member of staff is not distracted whilst children are being collected and that the children have our full attention.
* If anyone other than the person who normally collects your child is to collect them, it is vital that you inform the preschool of this either when dropping them off or by telephone. You will be asked to name and advise us of an agreed password. The person collecting the child will also be asked for your child’s password- they will also need to provide ID. Parents can add a named person to the permanent collection list.

All members of staff will wear the pre-school uniform and will display name tags, therefore making them identifiable to parents/carers and visitors.

|  |  |  |
| --- | --- | --- |
| Document ID- | Policy adopted by Directors July 2019 | Reviewed by : Ladybirds Directors |
| Date reviewed | Jade Parker Feb 2024 |  |
| Sept 2017 |  |  |
| March 2019 |  |  |