



Security Policy

Arrival

- Parents will ring the door bell at either entrance and will be greeted by a member of staff.
- The 'sash jammer' will be locked behind the parent entering.
- The child will be taken in to the appropriate room by the parent and greeted by a member of staff, giving any details about their child.
- A member of staff will then accompany the parent to the door and locking the 'sash jammer' behind them.

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Departure

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- Parents will ring the door bell at either entrance and will be greeted by a member of staff.
- The 'sash jammer' will be locked behind the parent entering.
- A member of staff will greet the parent, giving them relevant information about their child's day at Nursery.
- The parent or child will collect anything they need to take home, then a member of staff will then accompany the parent to the door and locking the 'sash jammer' behind them.

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Garden

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- A member of staff will go into the garden and do a risk assessment to ensure the garden is safe, free from anything harmful and making sure the gates are shut.
- Children will be accompanied by the staff in their room to put on their coats, etc.
- When the children are ready, staff will assist the children on the stairs to the garden area.
- When all of the children are in the garden, a member of staff will make sure the Nursery door is shut and the gates are still shut.
- When leaving the garden area a member of staff will check the gates are shut, then assist the children on the stairs back in to Nursery.
- A member of staff will ensure the 'sash jammer' is locked, then will accompany the children back in to the appropriate room.

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• Risk Assessment are carried out and recorded in all areas of the nursery on a daily basis to keep children safe and away from harm

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- Reviewed July 2016
- Next review date July 2017