



Security Policy & Procedure

AIM

At Phoenix Childcare the safety of your child is of utmost importance to us. With this in mind the following measures are in place:

Safety procedures for the indoor areas are as follows:

- All visitors will sign the visitor's book, which will have a section to be filled in addressing the name, date, purpose of visit and details of arrival and departure times. They will also have to wear a visitor's badge. Visitors will remain in the lobby area, until invited to enter the main rooms by a member of staff.
- Staff will sign children in and out on their daily register.

The procedure to follow if an unknown person comes to the door is as follows:

- Ask if you can help and what they are here for.
- If collecting a child and you don't recognise them ask them to wait outside the front door and check the identity folder, for a photo, and/or password. This is located in the locked cabinet in the meeting room. If there is no photo or password then you must contact the parents to confirm who is collecting their child.
- If the person at the door does not know any of the above then they must be told that you have to contact the parents as you are unsure of their identity. Leave them outside of the nursery while this is done and seek the advice of the management team.
- Other people coming to the door for visits and maintenance need to have identification with them, this must be checked. They must be asked to sign in, and you must give them a visitor's sticker.

Safety procedures for the outdoor areas are as follows:

- The main front door will be locked with a lock key system which can only be operated by a key fob system or unique code (the lodge). All staff may have a key fob, and these are offered to parents as they register their child. Each key fob is registered using a specific and individual code to each person and can be deactivated if the fob is lost/stolen/not returned to nursery.
- The gate allowing access from the back of the garden (both nursery and lodge) is a fire escape therefore is not locked but access is not permitted. Risk Assessments are carried out daily to ensure the garden is a safe and clean area for the children to play.

Staff security:

- All staff working in the setting will have the nursery logo and name badge on show at all times and students will either be provided with a student top with nursery logo on or one from their college. All parents will be informed of students coming into the nursery via a sign on the door of the main entrance.
- There will be photos and means of identification of staff on display at the entrance of the nursery and lodge.

- All staff have an enhanced DBS check when they start and this is updated every 3 years. Or annually if they are registered on the DBS update system. Staff do not begin work within the nursery until they have received a satisfactory DBS Check. *(please refer to Safe Recruitment Policy)*