



Premises Security Policy

Aim

It is our intention that our childcare setting should be safe and secure and fit for purpose to prevent accidents and injuries to children, parents, staff and visitors and that unauthorised people do not enter our premises unknowingly.

Children, parents, staff and visitors are safeguarded through risk assessments and safeguarding hazards to ensure the safety and well-being of anyone on our premises.

Procedure

- To ensure the premises are secure by keeping doors locked so that children cannot leave the premises unsupervised
- To ensure fire exits and other emergency exits are kept clear of any obstructions.
- To ensure that stairgates are in place so children cannot wander into rooms unsupervised or access child free zones.
- To ensure that risk assessments are carried out before any children enter the garden areas.
- To identify any hazards or risks and if cannot be dealt with immediately, report these to a senior staff member as soon as possible.
- To do regular headcounts to ensure all children are on the premises.
- To record and monitor accidents and injuries including injuries outside nursery.
- To analyse accident forms termly to identify any areas at risk.
- To use the white board and registers to ensure all children are signed in and out.
- To ensure all staff sign in and out on the shift sheet.
- To ensure that gates in the garden areas are always locked in
- To practice regular fire drills and lock down procedures and record findings
- To ensure adequate child ratio is in place within sight or hearing of the premises at all times.
- To ensure all visitors sign the visitors book and where necessary identification is sought
- To complete jobs list daily for nursery and pre-school
- To ensure password systems are in place for children going home with someone unknown to us.
- To ensure that risks are identified before any outings take place.
- To ensure adequate car sets are ready before any afterschool collections take place.
- To ensure that if an unknown person is on the premises, staff must take responsibility to find out who it is and report it immediately to a senior staff member.
- To monitor clutter in the nursery and preschool so it does not become a hazard to children, staff, parents or visitors.
- To ensure any maintenance risks are identified immediately and action sought to repair/replace or remove.
- To contact Ofsted for any permanent changes to premises
- To monitor vehicles on the premises to ensure emergency exits are not blocked.

All staff are expected and required to take responsibility at all times for their environment, the children and their colleagues. It is the responsibility of everyone to bring any concerns to the attention of the Manager immediately.