



Little Monkeys Day Nursery & Pre School

Security Policy

EYFS: 3.62

The Security of the premises is extremely important. All staff are made aware of the nursery's security measures and their importance during induction.

The nursery doors are always locked and have a security chain to prevent egress of children and access of unauthorised persons, but may be opened easily by an adult in the event of fire.

The garden gate is always closed and bolted (inside and outside) with a combination lock and fencing checked on a daily basis for any damage which could result in any opening that children could get through.

A member of staff checks the identity of any one entering the building and must accompany visitors around the nursery at all times.

Visitors to the nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building.

Any visitors or delivery persons must report to the front door only and ring for the office using the intercom.

The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable checks and are not left alone in any area that children may use.

Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.

This policy was adopted on:

July 2018

Signed on behalf of the nursery:

Laura Fradsham

Date for review:

July 2019