

## **Busy Bees Policy on Premises and Security**

***“The premises both indoors and outdoors, must be safe and secure”.***

***There are child locked gates upon entry to the outdoor premises. We have a fingerprint entry system at our main gate, we also have a coded lock entry system in place for each classroom, parents are not given the code to gain entry and are required to ring the bell to gain entry into the building, internal door handles are at a high level. All outdoor play areas are surrounded by a secure fence so that children are kept within the nursery premises and intruders are kept out. Staff are vigilant in relating to counting children and knowing their whereabouts on all occasions. There is C.C.T.V. coverage in each of the five classrooms and over the main entrance gate to monitor the whereabouts of people. There is a paper registration system in place so that the whereabouts of all children are known to staff.***

***“Providers must notify OFSTED of any changes in the facilities to be used for care that may affect the space and level of care available to children. An early years provider, who without reasonable excuse, fails to comply with this requirement, commits an offence.”***

***“Providers must only release children into the care of individuals named by the parent”.***

***Upon entry to the nursery, parents are asked to complete a form stating who has permission to collect their child from school. Only those named persons will be able to collect the child and photographic ID is required. Supervisors will check ID before the child is released. In exceptional circumstances a password system may be used.***

***“Providers must ensure that children do not leave the premises unsupervised”.***

***At no time would a child be allowed to leave the premises unsupervised.***

***“Providers must make steps to prevent intruders entering the premises”.***

***All visitors are asked to report to the reception area. ID will be checked and visitors will need to sign the visitors book to record their name, purpose of their visit and arrival and departure times. All visitors must wear a Busy Bees visitors badge throughout the duration of their visit regardless of whether or not they have their own badge which they must wear for the duration of their visit. At no time will a visitor be left with unsupervised access to the children. The main entrance and exit doors have notices on them reminding parents not to let in unknown visitors.***

***All staff are aware of the arrival and departure procedures for children, visitors, parents and staff.***

***At no time will children stay overnight on the premises.***

***This policy was adopted by the managers and staff, and updated on 11<sup>th</sup> April 2017  
Signed on behalf of Busy Bees Nursery School***

***“Our setting is committed to safeguarding and promoting the welfare of***

*children, young people and adults at all times and expects everybody  
working within this setting to share this commitment “*