



## St. George's Central CE Nursery (Lancaster Avenue)

### Security Policy

St. George's Central CE Nursery (Lancaster Avenue) is committed to providing care and learning for children in a safe and secure environment. All staff have individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children in the nursery.

#### Supervision

Children will not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ratio provisions set out in the Staffing Policy.

The Manager may allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

#### Visitors

Access to the nursery will be via the main entrance, which will be securely locked throughout the day. Upon arrival, visitors must press the buzzer and wait until staff open the door (**under no circumstances should visitors allow unauthorised people to enter the building**). The nursery has a Visitors Book which is kept close to the main entrance in which visitors must sign on arrival, alongside giving the following information:

- Their name;
- DBS information and identification;
- The date and time of their arrival;
- The reason for their visit;
- Their departure time on leaving.

All visitors will be given a visitor badge to wear throughout their visit. All visitors will hand in their mobiles phones to the Nursery Manager where they will be securely stored in the nursery office in line with whole school safeguarding procedures. Visitors to the nursery will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the nursery premises. If the visitor has no suitable reason for being on the nursery premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any incidents in the Incident Record Book, and the Manger will be immediately notified. The Manager will then report all major incidents to the registered person (Mr M Grogan).

Developed by: Mr M Grogan/Ms S Naughton



Chair of Governors

Date: September 2017



Headteacher

Date: September 2017



Nursery Manager

Date: September 2017

***'Never settle for less than your best'***