



## Security Policy

Risk assessments are carried out in all sections of the nursery to continually assess the security of the setting. We update a review the risk assessments every annually and when needed.

The front door has a security system in place to ensure we allow parents in and out of the building. We have an intercom system where only staff are permitted to allow parents in. We endeavour to ensure parents do not take it upon themselves to do this using relevant signs.

### Children Collection

Children must be collected by a recognised parent or carer as identified on the contract form (Please refer to our Collection of Children Policy for more details)

### Emergency Contact

It is vital that all parents provide details of an emergency contact that can be trusted with your child in the event of an emergency. This person must be someone who you can trust with your child's safety.

### Uncollected child

If a child remains uncollected after 30minutes and no contact can be made with parents, social care will be informed, a note will be left on the nursery door to inform the parents that social care has been contacted with numbers and information present. (Please see our Uncollected Child Policy for more details)

### Password Protection

Parents will be asked to provide a unique password for a person collecting the child along with a description of the person. NO CHILD WILL BE HANDED OVER WITHOUT THIS INFORMATION.

### Exceptions

No child will be permitted to leave with a person deemed unfit, either with alcohol or some other substance. The manager reserves the right to refuse to allow a child to leave with an unfit person and will report this incident to Social care or the police. No person under the age of 16 will be permitted to collect a child.

### Exterior Security

The garden area is surrounded by walls and wooden gates. Regular checks of the garden area are carried out for the safety of the children. All gates are locked/bolted at all times.

**Updated on 22.08.2017 by Anila Asghar**