

SECURITY PROCEDURES

All visitors must sign in and out when entering and leaving the building in the visitor's book. Details include:

- Ø Full names
- Ø Telephone number
- Ø Address/business
- Ø Date and time of arrival
- Ø Reason for visit
- Ø Appointment with ...
- Ø Time of departure

Staff are made aware of the presence of all visitors, tradesmen or other professionals.

Parents need to inform us if anyone other than the usual person is collecting the child. We require them to complete a record detailing the person's full name, a description, their relationship to the child, a password, contact number and time of collection. The person collecting should have some form of identification.

If a parent telephones the nursery, a record will be kept and given to staff members.

In the case of an emergency we will accept permission over the telephone. The parent must give all of the above information and a password which the person collecting must use.

In the case of one parent insisting that only they and not the other parent are permitted to collect we require written evidence possibly from a solicitor, or a general letter containing clear and precise actions that we should follow, including dates and full names of all persons involved.

Staff are made fully aware of all hazards regarding locking windows and doors at all times. There is only one entrance gate into the school and all doors are locked from above child height. Only one main door is used by parents when entering and leaving the building. No person other than staff are permitted to open the door to parents.

Anyone accompanying the person who is authorized to collect ie parent, grandparent or other relative, will be approached by staff and asked who they are, who they are with, and will be asked to complete the visitors book. This is to ensure all persons are identifiable.

Children will not be permitted to play outside in the front garden during our main collecting and dropping off times (9.00am, between noon and 1.00pm and 4.00pm).