Security

Little Nestlings recognises and accepts their corporate responsibility to provide a safe and secure environment for children, employees and visitors to the nursery.

The nurseries security procedures will operate within the framework described in this policy.

The following groups and/or individuals have responsibilities for ensuring the security of the nursery:

Management will:

• ensure that the nursery has a security policy and that this has been implemented.

• ensure that all staff within the nursery receive information, instruction and training in the security policy and procedures.

• ensure that all visitors, contractors, and agency staff adhere to the security policy.

• monitor the implementation of the policy and security arrangements

• periodically review the security policy.

• delegate the day-to-day implementation of the policy to the health and safety officer.

Staff will:

• All staff will comply with this policy and the arrangements made by management to ensure the safety of children, employees and others on the site.

Arrangements

Little Nestlings has agreed the following arrangements to ensure the safety and security of staff, children and other persons using the premises:

- Information and Communication:

All staff must be aware of the security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the security policy and will be recorded on the employees' training record.

These arrangements will be communicated to all third parties that use the premises and. All will be expected to comply with the security arrangements as a condition of shared use of the building.

Parents will be informed about the security arrangements and what is expected of them, e.g., when visiting or at handover times.

- Controlled access and egress during the day:

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to children or staff.

The extent of physical controls, such as double set of doors, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Little Nestlings has thorough risk assessments, balanced with the need to remain a welcoming environment to the community whilst safeguarding children at all times.

The nursery will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The main entrance to the building has been secured by the use of outer doors locked at all times, the use of a video intercom to identify individuals before they are granted access, as well as having another locked door before access to the building is granted.

All doors and gates have locks and fixings that prevent an early years child opening the gate to exit this area without adult supervision.

- Control of Visitors

The control of visitors is a fundamental part of security policy for the safeguarding of both people and property. All visitors will be issued with a sticker to wear indicating they are a visitor and have signed in correctly. Anyone in the building without a sticker will be questioned about why they are in the building.

ALL STAFF ARE EXPECTED TO SIGN IN AND OUT OF THE BUILDING.

For their own safety, any authorised visitors will be given appropriate information on the settings health & safety procedures such as parking, fire safety and first aid.

- Supervision of children

The overall safeguarding strategy requires that at times the security of children is achieved by competent supervision by authorised staff.

Locations where supervision is part of our safeguarding procedures –

Nursery Indoor environment:

Children are always supervised in this area and any visitors challenged. All visitors access nursery through the main entrance.

Handovers:

Children are brought directly into the setting by parents/carers and handed over to key persons.

Supervision of contractors:

Contractors and maintenance personnel will not always have been DBS checked as they

should not have unsupervised access to children. They will therefore be controlled as follows –

• All will be given 'VISITOR STICKERS' after signing in and will be expected to wear them whilst onsite.

• Will only carry out work agreed at the start of the contract and at the times agreed.

• Will be supervised at all times by staff. This does not mean watched continuously, but in a way proportionate to their location and proximity to unsupervised children.

CCTV

The external CCTV system is part of our security procedures. The system has the ability to record incidents/people attempting to enter/ activity by the main front windows, to enable evidence to be presented to the appropriate authorities.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and children's personal property. Both are discouraged from bringing any valuable personal property.

Lost property is kept in a basket in nursery. Items are displayed regularly near the entrance, so that parents can collect and take home. Unwanted items are donated to charity.

Risk Assessment

A security risk assessment will be completed annually by management. The findings will be used in the review of this security policy.

Monitoring and Review

The health and safety officer will monitor the performance of this policy and report breaches, failings, or security related incidents to management.

This policy will be reviewed annually by the management team.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*