



St Tudy Pre-school

Site security

Our Pre School is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the Pre School.

Safety and security procedures will be regularly reviewed by the manager in consultation with staff and parents/guardians/carers.

Staff are issued with a uniform which clearly identifies them, which they are expected to wear them at all times while on the pre-schools premises.

The front door will remain locked at all times with a bolt inside, and a key code access lock from outside when building not in use. The gate in the enclosed garden area has a bolt from the inside so is not accessible from outside of the area.

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 will ensure that no one enters the premises without the knowledge of a member of staff. Individual members of staff will be given the responsibility for observing and supervising the main entrance and exit points at the beginning and end of the session.

Visitors

The Pre School has a daily sign in sheet, which is kept close to the main entrance in which visitors must sign on arrival, alongside giving the following information:

- Their name and ID
- The date and time of their arrival.
- The reason for their visit.
- Their expected departure time.

Visitors to the Pre School 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 pre-schools premises. If the visitor has no suitable reason to be on the pre-schools 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 such incidents recorded on an Incident Log Sheet, filed in the rainbow file, and the manager will be immediately notified.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date