



SECURITY POLICY (INCLUDING LOST CHILD PROCEDURE)

The School will endeavour to provide the highest possible security and care for each child.

The main doors into Nursery School and the Early Years Care rooms are fitted with a security fob system and telephone entry system.

- All staff must ensure that they know the person requiring access before opening the doors from the children's rooms. If staff are unsure then they must go to the main door with a second member of staff if necessary. If staff feel uneasy about the person requiring access they must ring for assistance from a member of the leadership team.
- Staff must not grant access unless they are familiar with the person- they must then escort them to the required room.
- Parents must be reminded about the importance of security and not to allow others through the doors with them. (notices displayed / induction)

Outdoor security

- Before the start of the session the gates in the outside area will be checked to ensure that all gates are secure and no access can be gained.

Beginning and end of Nursery School Session:

At this busy time, the main doors will remain open for approximately 10 minutes. Whilst the doors are open one member of staff will remain at the doors. Each key group will have a member of staff to carry out a safe hand over. Further members of staff are available in the main nursery room.

Collection of Children:

Staff will ensure that children are collected by the authorised person on the child's records, unless informed otherwise by the parent/carer at registration and that the correct password is always given. Parents will be telephoned immediately if someone comes to collect the child without following the correct procedure.

The above arrangements are consistently applied throughout the centre to ensure that our children are safeguarded. However,

If a child is deemed as missing

- Alert the Headteacher and all staff members who will make immediate enquiries.
- Ensure the safety of the other children in terms of adequate supervision and security.
- One member of staff to search the immediate vicinity and instigate an immediate search of the building and surrounding area.
- The Headteacher or higher representative will make the decision to contact the police, giving clear directions to the Nursery and a description of the child
- Contact the child's parent/carer
- When the situation has been resolved, members of staff should review the incident, establish reasons for it happening and put measures in place to ensure that it doesn't happen again
- Ensure that the incident is logged in the Serious Incident book (located in the Headteacher's office)
- Inform Chair of Governors and School Advisor