Security Policy & Procedure

1. Introduction

The purpose of this policy is to ensure the children's safety at all times. This policy should be read in conjunction with the Visitors and Outside Contractors Attendance Policy, Parents, Carers and visitors Conduct Policy, Bullying and Harassment Policy, Safeguarding Policy and Fire Safety Management Plan and Emergency Evacuation Policy.
Home from Home operates in a regulated environment which means we must meet our statutory obligations with regard child to staff ratios at all times except in one off extraordinary circumstances. We also have a statutory obligation to meet the requirements of EYFS provision. This policy is in place to ensure we can meet those requirements

2. Contents

The following sections are included in this policy document:

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3. Door Security

Outside of supervised door times the main front door should be kept bolted and shut at all times and is the only point of access into the building for visitors

It is Home from Homes policy that only employees who are door trained i.e., the leadership team which can be Deputy Team Leaders, Team Leaders, Room Managers, Deputy Nursery Manager, Nursery Manager and other designated employees such as Office Administrators. Only these designated and door trained employees can open the door to known parents as well as non-recognisable visitors.

All visitors should be escorted from the front door to the reception area where they should sign the Visitors Book. All visitors should have a pre confirmed appointment and should follow all procedures in line with our Visitors and Outside Contractors Attendance Policy.

If the door trained person is unsure of the person at the door the visitor must not be allowed access until further checks have been completed in line with our Visitors and Outside Contractors Attendance Policy.

Parents of children who attend Babies and Toddlers will access the building via the front door to the main building.

Parents of children who attend Pre school will access the building via the front door to the Coach House building.

Parents who have children attending both buildings must collect from both the main building and the Coach house. Parents and children cannot travel internally between both buildings during drop off and collection.

On the front door parents / carers should inform us of their name, their child's name and what room their child is in. If unsure of the person at the door the employee will not allow them access.

The two employee entrances are accessed via code locks. Employees are provided the access code to these gates at their 4 week review and prior to this must use the main entrance. The codes are changed a minimum of twice a year or sooner if required.

4. **Child Drop Off and Pick Up Daily Routines**

Safeguarding –The doors to the main building or Coach house are locked shut at all times unless they are being manned by a senior team member.

Supervision of the doors - the routine of the day is planned to allow parents to drop off between the hours 8am and 9am and pick up from 5pm onwards. For those attending half days the drop off/pick up is between 12.45 to 1.00pm. We aim to supervise the door at these times only to ensure that at all other times as many of our team as possible are caring for the children in the rooms.
During supervised door times the following drop off/ collection procedures apply:
Preschool – all drop of and collections are external
Babies – all drop offs are external and collections internal
Toddlers – all drop offs are external and collections internal

Arrival outside of supervised door times -when the door is unmanned on arrival, please can parents ring the doorbell on arrival. Please be patient. If the employees are not aware of your child's arrival they may be engaged elsewhere and not be able to immediately answer the door so please bear with.

Arranging a Drop off and pick up outside of the manned door times - We have a routine of the day from 8am to 6pm to support the daily running of the nursery and do not offer drop off and pick ups outside of the above times on a regular basis as experience tells us this is too disruptive both for the daily routine of the children in the setting and the child being removed from activities. This takes practitioners away from the care of the children and can compromise our ratios and care of the children.
We do of course recognise that from time-to-time children have appointments they are required to attend. Please do let us know by email to nursery@worthingnurseryschool.co.uk if your child requires an adhoc drop off or pick up outside of these times so we can be aware and plan accordingly.

Exiting the building when the door is locked shut and unmanned - parents must not unlock and open the door themselves unescorted. Only door trained employees can open and unlock the door. Please ensure an employee is present to let you out.
Thank you for your co-operation to ensure the wellbeing, safety and security of the children.

5. **Procedures for a named person collecting a child from the Nursery other than a parent or carer**

At times we recognise that a parent / carer may require someone other than themselves to collect their child. In this situation the following procedures must be followed:

- The parent/carer must inform Home from Home via email to nursery@worthingnurseryschool.co.uk prior to the person arriving.

- If no one at the nursery can visually ID the person collecting, the nursery must meet the person prior or if this is not possible a photo of the person must be provided by the parent/carer plus their name and contact details and relationship to the parent/child

- On arrival the person collecting must provide photographic ID along with the name, first line of the child's address, DOB and password of the child they are collecting. The nursery should advise the parent/carer of this requirement via email prior to the collection.

- If there are any concerns about the person who has arrived to collect the child a senior employee will contact the parents

- A child is only released to someone when the employees are 100% sure that this is the person they are authorised to leave with

- An employee will not hesitate to ask someone at the door to wait outside and call the Deputy / Manager if they have any queries or concerns.

Those collecting should be aware that there may be an occasion where a person other than a parent or carer has collected before but the employee who can visually ID is not available. If this is the case we will ask for patience as the above security procedures will be required to be repeated again.

6. **Responsibilities of employees**

- All staff to wear a name badge during work hours.
- Any mobile devices used to operate Famly are placed in a secure location by a senior employee when not in use and allocated each morning.
- Employees are not permitted to carry personal mobile phones with cameras or wear watches with cameras in children's areas and these must be securely stored in employees lockers located in the staff room only.

- Any person unknown who is seen in the Nursery, should be immediately challenged by a senior employee.

7. Security Outside of Operating Hours

There are START OF DAY and END OF DAY procedures followed by all employees and checked by a senior employee, to ensure the safety and security of the building.
During hours of closure the Nursery has security alarms in place.

8. Policy Review

This policy is reviewed annually

9. Version Control

Version	Date	Status	Comments	By
1	October 2015	Reviewed		Emma CM
2	April 2017	Reviewed		Polly Manners
4	January 2022	Reviewed		Cassie Jones
5	December 2023	Reviewed	Added Version control	Sophie Eade
6	November 2024	rewritten	In line with Visitors attendance policy and in line with policy format ie contents and sections added	Julia Pattenden
6	November	Issued	Issued to parents and contractors	Julia Pattenden
7	June 2025	Reviewed		Sophie Eade
8	May 2026	Reviewed		Sophie Eade