**Mucky Pups Preschool**

**Security policy**

**Aim**

*Mucky Pups Pre-School must be a safe and secure environment for children, their families and staff.*

*All staff have an individual and collective responsibility to ensure the security and safety of the setting and all those that use it.*

*Security will be maintained and monitored by taking the following action:*

* Use secure entrances and exits to the setting which is monitored by staff at all times.
* The main door in to the building is locked with an electronic magnetic lock which can only be opened by authorised persons.
* The door directly in to Mucky Pups is code protected which will only be known by authorised users.
* Ensure all doors, windows, fences, and gates are in good repair and properly closed/locked and secure.
* All external gates will be padlocked each padlock has a pass code which will be only be known by authorised users.
* A visitor book will be used to monitor the arrival/departure of all visitors to the setting.
* A clear and precise arrivals and departures procedure is in place which is followed at all times.
* Staff will ensure only permitted people are allowed to enter the setting. For example; people known to the staff EG: parents/carers and other authorised visitors.
* Visitors not known to the staff EG: other professionals and Ofsted will be required to show suitable identification before they are permitted to enter the setting.
* Visitors will be accompanied by a member of staff at all times.
* Children will only be permitted to leave the setting with an appropriate adult.

*NB: Children must be supervised closely during ‘High risk’ times such as when other children are arriving or leaving with their parents. During times when a lot of children arrive/leave (AM drop off, 1PM pick up/drop off and 6.00pm pick-up) a member of staff will be designated to ‘being on the door.’ This means they are responsible for seeing all parents and children out through the nursery door. This is to ensure no children leave the room without the person who has collected them. If this member of staff needs to move away from this for whatever reason (EG: writing an accident form/ dealing with an incident) they must ask a member of staff to take over form them*.

All confidential information is kept in a lockable cupboard in the main office which only authorised members of staff have access to this is in accordance with the current GDPR regulations.

*For any security incident which may affect the safety of children and adults within the setting please refer to our lockdown or evacuation policy and procedures.*

Date policy adopted on: 2nd September 2023 Date for review: 2nd September 2024

Signed: **J E Wills** Position: Manager