



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Security Policy

We have several measures in place to safeguard your child's safety whilst at our setting. These include;

- Use of an intercom to allow control over who enters the premises.
- A key fob entry system to the main entrance to the preschool building and our outside area. Only employees are issued with a key fob.
- Staff control the access points e.g. gates when outside at all times.
- We register the children daily and monitor and record who has arrived or left the building.
- We have regular headcount throughout the day.
- Our staff are in control of the settings entrances at all times and are in a position to welcome children and parents during arrival and departure times. This system allows us to monitor children who are arriving and leaving the setting.
- If there are children present on the school's playground at arrival or departure times then parents / carers and children are escorted by a member of staff to and from the preschool building to the security gate on the school's playground, to ensure there are no security breaches.
- We operate a strict collection policy that our staff adhere to at all times. A designated adults name and password is used to identify appropriate adults. We will also ask to see identification if the person has never been to the setting before.
- We undertake a risk assessment at time of registering your child if appropriate.
- We undertake a risk assessment in the event of separation or custody issues and for child protection concerns. (NB. Staff should be made aware of any changes to child's living arrangements.)
- Greenshoots is the sole user of our main building and surrounding areas. Our building is situated within the grounds of Laura Green Primary School but access is only via a key fob. Access to the school's lower hall and kitchen is via a key pad entry code system. Only preschool and school staff know this code.
- We have information displayed about our emergency procedures in the setting and also have a lockdown procedure which everyone concerned with our setting is made aware of.
- We have a panic alarm which we can use if we feel there is a risk to the security of anyone in our setting.
- All visitors to the setting are escorted by a member of staff to and from the preschool building to the security gate on the school's playground, to ensure there are no breaches in security.
- All visitors to the setting are required to sign in and out and have their identity checked by a member of staff.
- We have a very high child to adult ratio when on outings or visits.
- Consent form for trips and outings are signed by parents / carers.

- We always undertake a risk assessment before an outing.

In the unlikely event that your child goes missing from the setting, we will conduct a thorough search of the setting and surrounding area. You will be contacted immediately and if necessary the police will be alerted.

We aim to provide a secure environment as possible and we hope you will co-operate with us by:

- Informing us if you notice any adult/strangers in or around the building.
- Making sure that exits and doors are secure as you enter and leave the building.
- Supervising your child/children at all times until handed over to our staff.
- Telling us if you identify any security concerns regarding the setting.
- Informing staff of your arrival and departure.
- Making sure that no other child leaves with you through the main doors when you depart.
- Keeping our staff informed of who is picking your child/children up from the setting and keeping your password and registration paperwork of authorised people to collect up to date.
- Informing staff of any changes in either yours or your child's personal circumstances/risks (NB. We may report this information to other agencies in line with our information sharing policy).

*** Due to the Covid-19 pandemic the gate is not in operation unless an adult from the setting goes to open the gate. The button cannot be pressed to allow anyone easy access. Anyone who goes to the gate will ensure it closes behind them. If there are any problems with the gate it will be reported immediately to the school caretaker Mr Spencer.

Please also see the following policies;

- Uncollected child
- Lost child

This policy was adopted on : _____

Signed on behalf of Laura GreenTrust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laura Green Trust :

Greenshoots Manager (Strategy and Support):

Registered Charity No: 1136071 Registered Company No: 7110815 England & Wales.