

# SECURITY POLICY

Little Willows 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 setting.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the setting's premises during the session. These messages will be reinforced by both the setting and its staff. Safety and security procedures will be regularly reviewed by the manager in consultation with staff and parents/carers.

The manager will notify OFSTED of any change that will affect the space and level of care available to children. The manager will also inform OFSTED of any significant changes or events relating to the premises, for example, structural changes, removing fences or adding a pond.

## Supervision

Children will be supervised at all times during activity sessions.

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 entrance at the beginning and end of the session.

## Visitors

Visitors are welcome. It is our duty to safeguard and promote the safety of the children in our care. The pre-school has a Visitors Book which is kept close to the entrance in which visitors must sign on arrival, also including the following information:

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

Visitors to the setting 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 setting's premises. If the visitor has no suitable reason to be on the setting's premises, then they will be asked politely 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 in the Incident Record Book, and the manager will be immediately notified.

This policy was adopted at a meeting of the pre-school held on (date) \_\_\_\_\_

Signed on behalf of the pre-school \_\_\_\_\_

Signed on behalf of the pre-school \_\_\_\_\_

To be reviewed: \_\_\_\_\_