



Ladybirds Preschool Security Policy (Revised 4th January 2025)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

The safety, protection and welfare of the children in our care is our primary concern. We ensure that only authorised people have access to our preschool and that any visitors or outside agencies are not left with any children on their own, unless they are related to the police or social services as a result of a safeguarding investigation.

Procedures

The manager has the responsibility to ensure that a robust security system is in place. The staff has the responsibility to ensure that the security system is operational and used at all times. The committee has the responsibility to ensure that both the manager and staff are implementing and updating the security system and that any breaches are dealt with immediately and reviewed by the committee annually or sooner if required.

All members of staff has the responsibility to ensure that they are vigilant at all times and ensuring that access is only granted to authorised people. They are also responsible to ensure that any breaches in the security system are reported to the manager and/or DSL immediately in line with our Safeguarding and Health and Safety Policies.

A member of staff will be on duty at the gate as the children arrive and depart at normal session times; a doorbell system is in operation if parents arrive out of session. A staff member will be responsible for ensuring that the opening and closing checks are completed both before, during and after the session and are signed off as being completed.

- Parents/carers should bring their children to the gate leading into the garden. At home time parents should again come to collect their children at the gate from the garden and escort them safely over the car park.
- Children will be marked in the register when they arrive and when they leave ▪ The door will be locked and the keys kept out of reach of the children during session times.

- Children can only be collected by an authorised person known to the staff. If a parent has arranged for their child to go home with a person unknown to Pre-school staff, the parent must inform the staff of a password that the unknown person can give to the member of staff on the door. Pre-School staff must write this information in the message book located by the garden door. If a parent has arranged for their child to go home with another Pre-School parent they must inform a member of staff verbally or telephone during the morning.
- If an unknown person turns up unannounced, the child will not be released until the identity of the person has been verified by the parent/carer. If this is not possible, we will instigate our procedure for 'Uncollected Children'.

Visitors

- Visitors wishing to view the Pre-School are welcome to visit by appointment only and should ring the doorbell if visiting during a session.
- Visitors must sign the Visitors' Book (in and out) and switch off their mobile telephone.
- A member of staff will accompany the visitor at all times.
- Members of the public may NOT use the pre-school toilet facilities.

Visitors will not have any unsupervised access to the children at all times.

Any persons found on the premises that are unauthorised will be asked to produce identification and asked for their reason for being on the premises, they will be politely asked to leave and escorted off the premises by a member of staff. Should they refuse a member of the management team will be called and if necessary, the police will be called. Should it be deemed necessary that the police are called, the children will be removed to another safe space with a member of staff and a lockdown procedure will begin.

Staff

All members of staff at Ladybirds Preschool are screened thoroughly by the committee before commencing employment. This screening includes:

- Application for employment.
- Interview.
- 3 references are sought prior to interview.
- DBS Enhanced Disclosure Check must be in place prior to employment started
- A doctor's letter may be requested if the committee require.

Children

Children will be registered both in and out of the setting, they will not be permitted to leave unless collected by their parent/guardian or a previously authorised person. Children will not be allowed to open the door or the gates both into and out of preschool. Children must inform a member of staff if they wish to leave the room and say where they are going.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Adverse Weather*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *E-Safety Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *Information Sharing Policy*
- *Key Person and Settling in Policy*
- *Lockdown Policy*
- *Mobile, Camera & Social Media Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*

- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Working in Partnership Policy*
- *Working from Home*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

January 2025

Review Date: January 2026

This Notice was adopted by the committee on 17/01/2025

Signed: *Jean de Paris*_____

Reviewed Date: 17/01/2026

Signature: *N L Mann-Rae*

Amendments: N/A