

**The Strawberry Patch Nursery and Pre-School**  
**1.9 Security/Intruder Policy and Procedure**

## **Policy Statement**

**“The Strawberry Patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”**

## **Aim**

It is our aim at The Strawberry Patch Nursery and Pre-School to maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery main door will be supervised at all times, anyone wanting permission to enter will knock on the door or ring the door bell and identification will need to be checked. The perimeter fence is at a required height in accordance to the most recent inspection and the baby room entrance is key pad protected along with the main entry door.

***Within the guidance of the EYFS Framework on continuous indoor / outdoor play, staff need to be extra vigilant with regards to this policy.***

If anyone arrives while children are in the play area's a member of staff will greet the individual at the entrance.

## **Policy**

### ***Children's personal safety***

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau DBS (Carecheck).
- All children are supervised by adults at all times.
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time.
- We aim to always have at least two members of staff on the premises whenever children are present.
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phones on them during sessions.

### ***Security measures in place***

- We have systems in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded and who will be collecting each day.
- The arrival and departure times of all adults (staff, volunteers and visitors) is recorded and identification is checked or security passwords used.
- Photographs of staff are displayed at the entrances to the main room.
- Number coded locks on the entrance to the main room, baby room and the door into the baby room is locked from the inside at all times.
- At busy times a member of staff will greet parents/carers at the main doors to the main and baby room when they arrive and depart.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave.
- We have signs on the doors around the setting reminding staff, parents, and visitors that the doors must be locked.

- The doors into the gardens can only be opened from the inside allowing children access in to secure outdoor areas.
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and identification must be shown and password advised when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.
- Our systems prevent children within our care from leaving our premises unnoticed.
- Personal possessions of staff are stored safely during sessions.
- During times of pandemic, for example Covid-19, visitors will be required to wear masks and any other PPE the nursery deems necessary. Should a visitor refuse they will not be allowed to enter the premises and the procedure for intruders or unwanted visitors posing a safety hazard will be followed.

## **Procedures for:**

### ***Intruders or unwanted visitor posing a safety hazard***

- Politely greet the intruder outside the nursery room, blocking their entrance in, identify yourself and ask the purpose of their visit. Having a member of staff close by to secure the door and for support if needed.
- Explain that all visitors must sign in.
- If the intruder becomes agitated and refuses to leave the building peacefully endeavour to calm the person whilst trying to gain the attention of other staff, explain we have a zero-tolerance policy and inform them you will call the police, get a member of staff to call the police.
- If the caller persists, the children and staff will assemble together in the Baby Room away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police arrive.
- If the person leaves before the police arrive do not attempt to detain them.
- If the person does not leave before the police arrive. Explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
- Remember to log the incident and review security measures.

### **Procedure if: *Intruder is armed***

#### **(see prevent extremist and radicalisation policy)**

- All staff will be alerted and the police contacted immediately.
- Try to remain calm diverting the intruder as far away from the children as possible.
- The children and staff will assemble together in the Baby Room away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police arrive, unless the intruder can enter and the staff will lead them out of the baby room along the field bath and assemble at the house.
- If the intruder shows a weapon try to remain calm do not try to disarm them, reassure them that it is not necessary for them to use it.
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.
- Incidents should be recorded and security procedure reviewed and updated.

**Signed:** RBaillie

**Date:** September 2020

**Review Date:** September 2021