

### **3. Premises and Security**

#### **Premises and Security Policy**

Please also see our [Suitable Premises, Environment and Equipment Policy](#)

#### **Statement of Intent**

We intend to work together as a team to adhere to excellent security practise in order to best safeguard the children in our care. We will also carry out regular inspections to make sure that our premises are secure and protected.

#### **Aims**

- To ensure that the children in our care are sensibly protected from leaving the premises unsupervised and also from undesirable outside influences.
- To work with parents to ensure that they understand and adhere to the security measures in place

#### **In order to fulfil these aims**

- A designated member of staff will inspect and risk assess the premises and equipment every half term.
- The outside gate must remain closed at all times.
- The front door must be closed and the door alarm must be set during indoor play sessions.
- Staff will be on hand to greet parents and children at the beginning of a session and to hand over children at the end of it.
- Children will remain in their parents care until they have been personally handed to a staff member at the beginning of a session and will be handed back into their parents care at the end.
- Pram and pushchairs must be left outside unless they contain a child. No pram or pushchair may be taken into the playroom.
- All staff must sign in and rota parents on duty will be recorded on the signing in sheet.
- Any visitor to the premises must write their name on the signing in sheet.
- The gate leading onto the school grounds is security coded –and only able to be opened by used of a code.
- In the event of an unwanted visitor at the door, the playroom door will be locked and the visitor asked to leave, staff member to phone Mandy and inform her. If the unwanted visitor refuses to leave when asked, the police will be called.
- If a sibling is brought to Blakeney Pre-school then the parent is responsible for her/him at all times and s/he must never be left unattended.
- No child is allowed in the kitchen at any time and the door is to be kept closed at all times.
- All hot drinks are to be consumed in the kitchen.
- All cleaning and toxic materials will be kept locked in the cleaning cupboard in the adult toilet.
- During outside play, children must always be supervised by an adult.

- A qualified electrician will check all portable electrical appliances for safety on an annual basis. Certificates can be found in the lodge file. The Pre-School Leader and management team are both responsible for ensuring these checks take place.
- All fire extinguishers and the boiler are to be serviced annually. The Pre-School Leader and management team are both responsible for ensuring these checks take place.
- A well-stocked First Aid box is in the kitchen and is checked every month by the pre-school leader.