



Maple Medical PRU *Young Parents' Centre*

Security Policy

At Young Parents Centre Nursery, the safety and security of the children in our care is of paramount concern to us.

General security procedures to be kept at all times:

Visitors

- All visitors must report via school reception and sign in and out using the electronic system. An identification label is then given.
- No access is to be given without identification.
- Staff will confirm the identity of the visitor via the reception area.
- Identification Badges/ labels must be worn at all times by any visitors to the setting.

Staff/Students/Volunteers

- All staff, students and volunteers must sign in and out using the electronic system in reception.
- Enhanced DBS checks are to be obtained on all staff and volunteers.
- A minimum of 2 staff members are on site at all times when babies are present within the nursery.
- Students and volunteers are never left unsupervised.
- Staff: Child ratios will be maintained at all times in accordance with the Early Years Foundation Stage (EYFS) statutory framework.

Premises

- The nursery outdoor gate is always closed.
- The external nursery gate (Seedlings gate) is locked by the electronic system.
- No admittance will be allowed to visitors via the nursery back door.
- External gate must be closed and locked at all times when children are playing outside.
- The doors leading to the nursery are kept locked by a fob system that only nursery staff and managers have access to.

Date of Policy February 2019

Date of Review February 2021

Signed

Nursery Manager.....

Chair of Management Committee.....