

HARPOLE DAY NURSERY

Security and Visitor policy

Statement of intent

We provide a high staffing ratio and employ additional measures to ensure that children remain safe whilst in our care.

Aims

To ensure that children are kept safe and secure whilst at nursery.

Methods

- To meet this aim we use the following ratios of adult to child
 - children aged three months – two years 1 adult : 3 children
 - children aged two - three years of age: 1 adult : 4 children
 - children aged three - five years of age: 1 adult : 8 children
 - A minimum of two staff/adults are on duty at any one time.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.
 - The nursery manager and/or deputy carry out premises checks daily to ensure the level of security is maintained.
 - The chain is kept on the door at all times and visitors and parents may only leave the building if a staff member is available to let them out.
 - Times of the children's arrivals and departures are recorded.
 - The outside gate remains locked at all times, except in the case of the need for evacuation (eg a fire drill)
 - We only release children into the care of individuals named by the parent.
 - We ensure that children do not leave the premises unsupervised.
 - We do not allow unknown people to enter the building without checking ID.
 - All visitors must sign a visitors book with details of arrival and departure.
 - No parent or visitor is left with nursery children unsupervised.
 - Staff wear name badges.
 - Parents are asked for written permission where children are to be picked up by another adult. A password system is used to confirm identity.
 - No child can be released into the care of anyone under the age of 18, without written permission from the parent.

Signed on behalf of the nursery

Date