

DOOR SECURITY

Purpose

To ensure that:

- Children in our care are safe at all times
- We know who is in the building at any time

Front Door

- The front door is the main entry and exit for children, parents/carers, staff and visitors to the premises
- Entry and exit via the front door is monitored very closely
 - Staff must manage all entries/exits from the premises
 - Parents/carers must not let themselves out without a member of staff present
 - Parents/carers must not let in another person to the premises without a member of staff present, even if that person is known to them
- A Daily Register is kept by the front door, listing all children due to attend each day and all members of staff
 - Staff must sign themselves in and out each time they enter/exit the premises
 - Staff must sign children in/out when they enter/exit the premises, recording the time and staff initials
 - Parents/carers must not sign children in/out
- Other Visitors
Staff must:
 - Ask the visitor for ID where the visitor is not known to them
 - If the visitor is unable to produce this, they must give a contact telephone number which must be recorded in the Visitor Book
 - If staff are in any doubt, they must ask the visitor to wait outside, shut the door and obtain verification/assistance. Visitors must not be allowed to wait, unattended, in the reception area
 - Ask the visitor to complete & sign the Visitor Book and read the health & safety information attached to the front of the Visitor Book
 - Ensure the visitor is escorted by a member of staff at all times
 - Ensure the visitor signs out of the Visitor's Book when they leave the premises.
 - It is the responsibility of the member of staff who lets the visitor in/out to ensure this is done
- Additional security to ensure a child cannot exit the premises on their own via the front door:
 - The front door chain must be put in place each time the door is shut. Staff must check this has been done before they leave the reception area
 - The fire door from the reception area into the main building must be kept shut at all times
 - Stair gates at the top of the stairs must be kept shut when not in use

Back Door

- The back door remains unlocked during nursery open hours to ensure swift exit in the event of fire
- Where the nursery site is fitted with a back gate from the rear garden, the following will apply:
 - The back gate must remain bolted at all times
 - The top bolt is to ensure a child cannot reach high enough to unbolt the gate
 - The lower bolt is to ensure an outsider cannot reach over the gate to unbolt it
 - The padlock on the gate must be unlocked at the beginning of each day and remain unlocked until nursery closure. This is to ensure swift exit in the event of fire