



SECURITY

- All external doors are double locked when the nursery is not in use.
- The main entrance to the nursery remains locked at all times, and to gain entry it is necessary to ring the doorbell.
- If a staff member recognises the visitor, the entry system will be operated and they will be welcomed into the nursery.
- If the person seeking entry is an unfamiliar face to the nursery a member of staff will greet them at the front door. If the visitor has an appointment they will be welcomed into the nursery and asked to sign the visitor's book. Whilst on the nursery premises, the visitor will be escorted at all times. On leaving the nursery they will be asked to sign out in the visitor's book and will be escorted to the door.
- If someone other than the parent/carer or the normal representative is going to collect a child, the parent/carer must inform the staff in the morning and give written consent for another named adult to collect the child. The child will not be permitted to leave with anyone else without prior arrangement.
- If a parent/carer is not going to be at the usual contact telephone number, they must let the staff know as soon as possible, with an alternative contact number.
- Health Visitors are welcome at the nursery to carry out health checks on children as long as prior appointment has been made for such visits.

This policy should be read in conjunction with the Handover and Discharge Policy.