

Stepping Stones Creche/Nursery



SECURITY POLICY & PROCEDURE

AIM

At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children.

PROCEDURE

- All doors are locked when nursery in operation.
- Each entrance has a code number and doors have chains on.
- Gates locked when children playing outdoors.
- Parents must let nursery know who is collecting child.
- If someone else comes all procedures must be followed;
 1. Check message book, to see if the nursery has been informed that the child is being collected by someone else.
 2. Check child's file.
 3. Check register.
 4. Check password book.
 5. Check with other staff members.
 6. Phone Parent/Carers number to check if unsure.
 7. **Think carefully before releasing child BE SAFE – NOT SORRY.**
- Before releasing any child, staff member must be absolutely sure.
- Senior staff should always be on duty to assist with all situations.
- For security, 24 hour CCTV's are in operation at the Nursery. The Cameras monitor and record **ONLY** the outside areas of the Nursery.