

The Old School House Nursery Security and Safety Policy.

To protect the safety and security of both children and staff, we have CCTV Camera's which view all areas of the nursery with the exception of the toilet cubicles.

Images are stored securely in the office for three weeks – during which time, if needed, they can be reviewed and recorded onto a memory card and used as evidence, relating either to a safeguarding issue or to an allegation made about a member of staff.

After three weeks if not needed, images are automatically deleted.

The use of CCTV in our setting enables us to support and strengthen our Safeguarding Practice and Procedure and is provided to protect both adults and children.

We are committed to keeping your child safe and therefore all external doors can be securely locked and usually remain locked throughout the day – unless children are moving freely between their outdoor classrooms and indoor classes.

The door into our main reception area does allow access into the reception area when the office is manned, but children are protected by secure and coded locks on all internal doors. When the office is not occupied this external door will be locked, to gain access to the building please ring the doorbell provided.

All staff are versed in our Lockdown procedures and the code word which would be used in the eventuality that we needed to secure the children quickly in the building. During “Lock down” all external doors and windows would be locked and all children moved into a

secure area of the nursery. Emergency contact details and telephones are available in all rooms, enabling us to contact parent(s) / guardian(s) at all times to tell them about any situation and to inform them about arrangements for them to collect their child safely from the building.

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