



Sutton Outdoor Preschool

Security Policy

Reviewed September 2021

Reviewed by Elizabeth Leddy - Preschool Manager

Introduction

The aim of this Policy is to provide a safe and secure environment for all our children, families, visitors and staff. All procedures require a strict level of discipline from all staff to ensure a maximum level of security.

Admittance

- The area we use as basecamp has a fixed fenced boundary line on three sides and a natural boundary line on the fourth where the woodlands meets the field. This natural boundary line is emphasised by the use of hazard tape, providing a clear visible boundary line. Children are reminded regularly about this forms part of the daily Safety Walk&Talk and Risk Assessment.
- Parents drop off and collect their child from the woodland base camp each day. They are met by a member of staff (the key worker) and a "handover discussion" takes place. Parents sign the child in and out using the daily attendance sheet.
- Visitors are required to sign in and out of the setting using the Visitors Book. This is also a requirement for the Health and Safety Act and emergency evacuation procedures. Visitors will be supervised by a staff member for the duration of the visit. Please see Sutton Outdoor Preschool's Visitor Policy.
- As the setting is within a Public Park, members of the public may access the site while the session is running. We discourage this by displaying signage alerting others to the Preschool presence and requesting that dogs are kept under control while in the vicinity. Staff will be vigilant and under no circumstances will unauthorised persons have unsupervised access to our children at any time. Members of the public will be approached as outlined in the Visitor's Policy and if staff feel threatened our Emergency Evacuation Procedure will be followed.

Daily routines for security awareness

Staff need to be aware of the location of individuals across the setting including children and colleagues. We maintain a high adult:child ratio to ensure increased supervision and encourage communication between staff, routines such as the daily Safety Walk with the children and recapping the Adventure Rules before every outing and games including Sticky Fingers and "1,2,3, where are you?" Children who may pose a flight risk or who are new to the setting will be identified as "high risk" and will attend for shorter sessions, have increased supervision and wear a locator as an added precaution.

Collection security

For security reasons, children may only be collected by individuals authorised by the parents/carers. Parents are required to inform the key worker or manager if someone other than themselves will be collecting their child and a password system is in place if this person is not already known to Preschool staff. We will never permit a child to leave the premises unaccompanied or with an unauthorised person.

Policy last reviewed on	Signed on behalf of the preschool	Date of next review
September 2021	<i>E.Leddy (Elizabeth Leddy)</i>	September 2022