



Security policy

Fairytale Day Nursery is committed to provide a safe secure environment. Staff will adhere to the following guidelines:

1. No children will be left unsupervised in the nursery at any time
2. Staff/Child ratios set by OFSTED will be adhered to always
3. Visitors to the setting will not be left unsupervised at any time, and adequate identification will be required. All handbags will be stored in office.
4. Prior appointments will be required before visitors are allowed into the setting, and a full name and address will be taken when the appointment is booked
5. All staff will use the CCTV system on both doors before opening them.
6. All staff and volunteers including students will hold a relevant Enhanced Criminal Record Bureau/DBS check before being allowed to work with the children.
7. All employees will receive 2-3 satisfactory references before being offered a permanent contract with Fairytale.
8. A password system is in operation and kept in the office for management eyes only. All parents making new arrangements for the collection of their child will be expected to confirm existing or create a new password to allow for the alternative person to collect their child. The form entitled 'parent permission form - who can collect' must be completed and door opening staff informed to allow for a successful identification. NO CHILD will be allowed to leave this nursery with any person, unless cleared by the child's primary carer and permission given by said person.
9. A fingerprint access system is in place for all staff and parent to enter and exit the building throughout the day, Parents and staff must ensure that they only allow themselves access to the building with their fingerprint and no one else.
- 10 NO RECORDING EQUIPMENT EXCEPT FOR NURSERY'S OWN WILL BE ALLOWED.

A security policy cannot be fully formed and will be reviewed as and when the management deem suitable or circumstances deem it necessary

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