

## **MATLOCK PRE-SCHOOL POLICY**

### **SECURITY POLICY**

- Premises both indoors and outdoors are safe and secure
- Staff only release children into the care the parent or individuals named by the parent that are over 16 years of age.
- Staff ensure that children do not leave the premises unsupervised.
- Staff monitor entry to the premises and so prevent any unauthorised access.
- The Visitors book is signed by all visiting persons recording their name, purpose of visit, arrival and departure times.
- Playgroup has arrival and departure procedures for staff, children, parents and visitors.
- Playgroup obtain written permission from parents where children are to be picked up by another adult except where there is a reasonable excuse.
- All staff wear an ID badge.
- All private bags are locked away.

#### **Tin Hut Smedley Street Site**

Prior to the start of the morning session the back door is unlocked. After the children's parents have left staff check that the outside gate is shut and secured, the front door is locked and the keys left in and then the child safety gate is secured. Staff check that the outside side gate is bolted before the session starts.

## Woolley Road Site

After the children's parents have left staff ensure that the gates onto the property have been closed and the padlock secured. The external door to the building is closed with the latch down. If the children are playing outside the padlock is locked and the external door key is in the outside tin on the wall. During the session a set of external keys is on the desk.