

Security

General Security

A list of all the children on our register, the sessions they attend and their dates of birth are kept in a lockable cabinet in the Puddleducks Room. At the start of each session staff take a register of all the children present. The register is always kept accessible and ready to use in case of emergency. A note of the total head count of all adults and children, including visitors, is securely stuck to each fire exit door, such that in event of fire and the register being inaccessible the children can be escorted to safety and accounted for.

The two doors giving access to outside the building are locked from the inside using a 'permanent key' this enables the doors to be opened quickly and easily in the event of a fire. Doors to other parts of the building;

- to the bar area of the Community Centre is kept locked, we have a key
- fire doors from Youth Club Room and Corridor to Main Hall are locked and only open from other side.

Our outdoor area is securely fenced with two access gates which have closures that children are prevented from opening them.

Emergency Contact Details

The Registration Forms for all children are kept in a lockable cabinet in the Puddleducks Room. These list contact details for parents/carers in case of emergency. The details of two other contacts are also listed in case the parent/carers cannot be reached.

Visitors

If unsure of any visitors identity, check ID again and telephone their agency for confirmation of who they are before letting in the setting. NO visitors will be left alone with the children.

Visitors' Book

All visitors to Puddleducks must sign the Visitors Book. The book contains details of date, name, time of arrival and departure, purpose of visit, ID check and car registration number. Additionally, all visitors are required to confirm they have read specific instructions relating to OFSTED regulations and the Fire Safety Instructions by signing the visitors book. These are included in the Operation Plan as **Instructions and responsibilities for all visitors to Puddleducks Preschool.**

Arrival and Departure Procedure

We have a designated door for arrival and collection of children. The same procedure is followed at all times by staff therefore providing a familiar routine for parents and children.

*This policy was adopted on behalf of Over Puddleducks Pre-School
on*

Signed on behalf of Over Puddleducks Pre-School.....

Name.....

Date.....