



## **Security**

The nursery door from the entrance area into the reception area will remain closed at all times. The gate in the outdoor area will remain closed and locked at all times.

### Answering the intercom/door

Anyone wishing to enter the nursery will do so using the intercom/doorbell. If the caller is not known, their identification must be sought by management, i.e. name, reason for visit, who the person is here to see, employment card etc. They will not be allowed to enter the building until management is satisfied that the caller/visitor can be identified. Access will not be granted to anyone who is not known.

### Visitors

All visitors to the premises should be notified to management and asked to sign their name, reason for visit and time of arrival and departure in the visitors book, which is kept on the desk in the reception area. Our confidentiality policy and evacuation procedure will be explained to the visitor on arrival.

In the unlikely event of an unwanted intruder entering the premises, staff should activate the 'panic button' in the main office which will notify 999 and send immediate assistance.

All staff members should be notified immediately. Staff should remain calm and reassure the children until assistance arrives. Under no circumstances should children be left on their own.