**SECURITY POLICY**

* Staff must be aware of all persons entering the building and will always challenge anyone they do not recognise at the door.
* When entering the building all children will be signed in and out on our registration forms.
* ID will be sought from any outside agency entering the site and asked to sign in the visitor’s book. Visitors will always be expected.
* Staff will not allow a child to be taken off site by anyone other than the specified person on the registration form, unless prior notice is given, and an appropriate password is used.
* All gates in the garden must be locked at all times. The gate should be checked when opening the nursery and before the children go out in the garden.
* The front door to the nursery must always be closed properly. Never left open or on the latch.
* Children’s coats, bags and any personal belongings should be safely stored.
* Staff cannot accept responsibility for any personal belongings.
* All outside workers who enter the nursery for a period of time, e.g., photographer, contractors will be asked to provide an up to date DBS certificate.