

# **Reddish Vale Nursery School**

## **Security Policy and Procedure**

Staff and Visitors are expected to apply common sense to issues of general security, e.g. not leaving valuables on view.

However there are issues to do with general safety and security that need clear policy and guidance.

### **Valuables**

Staff are provided with a locker, which must be used to secure any personal valuables. Responsibility cannot be accepted for items of value, which are stolen if they are not locked away during session times. Stolen valuables are not covered by the Nursery Insurance policy and it is the responsibility to the individual to make sure they are insured through their personal policy.

The Governing Board does not accept responsibility for personal items, which are lost or stolen from the premises. Staff and Public will be encouraged to think about security matters.

### **Nursery School Equipment (cameras, laptops etc).**

These pieces of equipment when not in use will be stored in one of the lockable cupboards or drawers provided for storage of such items. When cameras etc. have been used the person removing them from the secure place will have responsibility to ensure their safe return at the end of the session. If appropriate, new items of equipment will be security marked and details of serial numbers logged in a central inventory.

### **Building security**

#### **Keys**

Caretaking staff, the School Business Manager and the Headteacher are named keyholders.

If doors are unlocked during the session, it is the responsibility of the person who unlocks the doors to ensure that they are locked and thumb turns are used at the end of the session.

A signing out system for keys is used if keys are being held by others when they leave the premises.

#### **Access to the Building**

In order to promote good security procedures the Nursery has two points of entry i.e. via the front door and reception area and the 2 year old outdoor gate.

The front door is fitted with a door release system. A key code pad is fitted externally in order that staff can gain access. A buzzer is available for visitors to use when waiting to gain access.

Visitors may be arriving and departing the building throughout the day. There are 'peak' times, which coincide with the beginning and ending of Nursery sessions. At these times the door is frequently managed in an open position, as many people are entering/accessing the building at the same time. On such occasions it is important that the staff member in the entrance area ensures any strangers are not allowed access into other parts of the building until their identity or purpose of their visit has been verified. The door is not left open for long periods.

At busy times it could be easy for a child to dash out of the building into the car park or road. The child becomes the responsibility of the parent/carer once 'handed over' by the Family Group Leader. In order to reduce risk a member of Nursery staff stands at the Nursery door at the beginning and end of the sessions to reduce the likelihood that children do not leave the nursery without an adult.

## **Children in the Nursery**

Whilst in the Nursery children become our responsibility. We try to ensure a safe, secure environment that promotes health and safety.

The Nursery is accessed via a single door which has high handles that the children cannot reach, and has a door entry system and a door bell.

The outdoor area is totally enclosed with security fencing. A child must not be able to exit the premises during the normal course of the day. Visual checks are carried out by staff to identify any gaps in the perimeter fencing. Whilst at play the children are supervised by staff at all times.

## **Visitors**

All visitors to the Nursery will be required to sign in using the Inventory system. This records the date, time of visit, visitor's name, organisation / address, whom they are visiting and the time they leave the Nursery.

These registers are essential pieces of information in that in the event of the building being evacuated we have accurate information regarding who is on site.

Visitors are required to show proof of identity. If there are any doubts about a person's identity, purpose of visit etc., the person will not be allowed access until such clearance has been sought and given. Visitors will be required to wear identity stickers produced by Inventory which indicate they are visitors to the Nursery.

Uninvited visitors may try to gain access via the car park or playrooms, it is therefore important that doors are not left open when there are no staff present.

## **Confidentiality / Security**

It is important that information is treated in confidence. Files will be kept in a locked filing cabinet. Work in progress, which contains sensitive information, will not be in view of others.

Addresses and telephone numbers of families and staff will not be given to anyone else without the individual concerned giving specific and written permission. Confidential information will not be recorded in diaries etc. which are being taken off site, unless as part of an agreed procedure e.g. Critical Incidents.

If incoming calls are received requesting information about particular children, families and staff, it is essential to verify the identity of the caller and check authorisation to disclose information. (This is best done by calling back and check authorisation with a member of SLT).

Photographs will not be taken off site, stored on a memory stick, or given to others / other organisations. Memory sticks (removable disks) are not permitted to be used at all to store information or transfer information from systems off site i.e. from home computers. Photographs will not be stored on computers for longer than detailed in the use of Children and Families' Images Policy.

## **Cash Handling / Money**

Money is stored in the Nursery safe; however there are times when money is being handed over, being counted etc., when fairly large sums of money might be on view for example when cash has been paid for additional hours.

Any money handed over will be dealt with as quickly as possible in order that it can be secured away. The counting of money wherever possible must take place in a lockable office area. If the person counting the money is called away, steps will be taken to remove the money from view and if possible to secure the money in the safe.

Small amounts of money, for example a £10 float, may be kept out of the safe; however large amounts must be put in the safe.

### **Money being taken to the bank**

Money, e.g. School Fund is banked regularly. The School Business Manager has agreed to take responsibility for banking. The times and days for making deposits varies in order to promote greater safety. The handling of money is reviewed as part of the risk assessment procedure.

If demands for money, with menace/threat of violence take place, it is important that staff comply with the wishes of the assailant(s) – Money etc. will be handed over so as to reduce the risk to the individual concerned.

## Personal Safety

The work of the Nursery means that from time to time we may be dealing with people who are upset/angry/distressed. Some situations may become aggressive and potentially violent. It is essential that the staff do not remain in a situation in which they feel threatened. Attempts must be made to diffuse situations but not to the extent that this compromises the safety of staff/children. Senior managers must be called to the incident. A code will be used to alert other staff of difficult situations where immediate support is needed. All verbal and physical assaults must be reported and recorded. The police may need to be called. It is imperative that personal safety and safety for the children are paramount in our response to such situations.

## Home Visits

Occasionally some work is conducted off site, e.g. home visit / meetings. The home visits guidance must be followed. Any concerns regarding safety must be raised with the Headteacher.

Staff working off-site will complete the register detailing contact details before they leave the premises. An estimated return time must be given in order that the staff members' whereabouts can be accounted for. This is also important as part of our fire safety procedures.

### Links to other policies, procedures & guidance:

- Risk Assessments
- Information & Data Protection Policy & Procedures
- Safeguarding
- Financial Procedures Manual
- Confidentiality
- Supervision of Visitors
- Disciplinary
- Critical Incidents
- Fire and Building Evacuation, including 'Lockdown'

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