



The Little Firefly Security Policy

The aim of the Policy is to provide a safe and secure environment for all our children, families, visitors and staff.

All security procedures require a strict level of discipline from all staff to ensure a maximum level of security.

Admittance

Upton Site: There is 1 admittance point to the setting. This is the main gate at the front of the site. This leads to the carpark and then into the woodland. A member of staff will identify the person and allow entry.

Aston Rowant Site: There is 1 admittance point to the setting. This is the main gate at the front of the site. This leads to the carpark and then into the setting. A member of staff will identify the person and allow entry.

Contractors, suppliers and all other visitors requiring access to the other areas of the setting must only be permitted entry on the authority of the Nursery Manager.

Where practical, the individual/s should be escorted during their visit to The Little Firefly.

Regardless of the circumstances, no access should be granted to anyone who does not have the Manager's authority to be there.

Daily routines for security awareness

After any movement of children from one area of the nursery to another, a headcount should be taken using the register to ensure all the children are present. Headcounts are part of our ongoing practice and take place every 10-15 minutes throughout the day as well as when there is movement. ALL practitioners are responsible for head counts and should incorporate this into their general practice.

The collection of children must only be by the person authorised to do, as detailed in the child's individual enrolment form, or as agreed between the child's parents, nursery staff and the nursery manager.

Under no circumstances should an unauthorised person, e.g. grandparents be allowed to collect children without authority, if in doubt contact a senior manager or in extreme cases the police.

Please refer to The Little Firefly's Child Release Arrangements Policy for more information.