



SECURITY POLICY

Last reviewed:	January 2026
Next review due:	January 2027

Statement of intent

The aim of this 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

Kingston Blount site	Upton site
<p>There is one admittance point to the setting. This is via the Kingston Blount farm's gate, into the car park and then the individual padlocked gate that leads directly into the forest school setting.</p> <p>A member of staff will identify the person and allow entry if authorised.</p>	<p>There is one admittance point to the setting. This is the main gate at the front of the site. This leads to the carpark and through a padlocked gate that leads directly into the forest school woodland.</p> <p>A member of staff will identify the person and allow entry if authorised.</p>

Visitors must identify themselves at the gate. Under no circumstances should any visitor try to gain access to the site without first speaking with a member of staff. If a member of staff is not visible, the individual should call the number provided on the gate. The gate must remain padlocked at all times, aside from gaining access into or out of the site by authorised individuals. The padlock combination should only be shared among permanent staff, it should not be shared with any visitors including the child's family members, any visitors, temporary staff or contractors. If it is believed that the padlock combination has been shared, this must be changed immediately.

In line with The Little Firefly's visitors policy, 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. Visits must be pre-arranged and visitors must provide identification. Regardless of the circumstances, no access should be granted to anyone who does not have the manager's authority to be there.

While there is only one admittance gate, due to the open nature of our forest school settings, there is access to the site from other areas of the setting. Staff should be continuously vigilant throughout the day of any individual attempting to gain access to the sites.

If unexpected or unwanted visitors try to gain access to the site, staff should follow The Little Firefly's emergency evacuation procedure.

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

Daily routines for security awareness

Children are signed in on the daily register. Once on site, children must be continuously monitored by a member of staff.

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 policy for more information.

Policies, procedures and risk assessments referred to in this document:

- Visitors policy
- Child release policy
- Emergency evacuation policy

External references:

- [EYFS statutory framework for group and school-based providers](#)
- [Health and Safety at Work etc. Act 1974](#)