



Security Policy

Statement of Intent

Rainbow Woods Pre-School is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have a continuous regard for the safety and security of all the children at our Pre-School.

Aim

To provide the best care and learning environment where the children have as much freedom as possible, in the safest, securest setting.

Methods

- Parents / carers are encouraged to talk to their children about the importance of remaining safe and not leaving our premises during the sessions. These messages will be reinforced by the staff at Rainbow Woods Pre-School.
- Children are not allowed to leave the premises with anyone other than the persons nominated on their registration form unless agreed with the parents in advance.
- Safety and security procedures will be regularly reviewed by the Pre-School Manager, the Headteacher and Governors of Weare Academy Church of England First School. Parents/carers will be informed of any updates.
- Children will not be left unsupervised at any time during sessions.
- The Pre-School Manager will advocate responsibility to individual members of staff for observing and supervising both the main entrance and exit points at the beginning and end of each session.
- We have a Visitors Book which is kept close to the main entrance. Visitors must sign in on arrival, giving their name, reason for visit and date and time of arriving and show the staff some form of identity. A leaving time must be entered at the end of the visit.
- No visitors to Rainbow Woods Pre-School will ever have unsupervised access to the children.
- Staff have a duty to approach any visitor to the premises who has not signed in, whether they are known or not. The staff member must introduce themselves and establish immediately who the visitor is and their reason for being on our premises.
- If a visitor has no suitable reason for being on the premises then they will be asked to leave immediately and be escorted from the premises.
- If the visitor refuses to leave, the Police will be telephoned immediately
- A record will be made of any such incident in the Incident Report Book and the Manager informed as soon as possible.

See also: Child Protection / Safeguarding Children Policy

Health and Safety Policy

Date: November 2020
Owner: Sara Packer
Signed by Chair of Governors:
Signed by Pre-School Manager:
Date of Review: November 2023