



Abbey Wood Grange Day Nursery

Entrance Door Policy

At Abbey Wood Grange the matter of security is regarded as one of importance for all children, staff and visitors. We have reviewed our entrance door policy in order to maintain maximum safety at all times.

SECURITY MEASURES IN PLACE

- Push button release scheme and CCTV control front entrance door from nursery office.
- All visitors must sign in
- All staff sign in and out when they are on the premises.
- The side gate and entrance to the garden are security code protected.

All staff have been instructed to follow the rules set out in this policy which is aimed at ensuring safety for everyone:

Staff will only open the door to parents who are known to them otherwise one of the management team will be called to verify who's parents they are.

All visitors to the nursery including prospective new customers, professional external organisations or personal visitors shall be welcomed at the door by one of the management team.

Visitors from external professional agencies will be asked to sign the visitors book and escorted to the person whom they are visiting.

Prospective new clients will be invited to the parent area.

Personal visitors will be asked to remain outside the building until the required person has been located, they will then be asked to identify the visitor.

Parents may be questioned from time to time on whom they are collecting and may be asked to remain outside the building until a member of the management team identifies them.

Also parents may be asked to remain outside the building until a member of the management team confirms their identity.

Parents inside the building should on **NO** occasion open the door to any parents, visitors or other persons, even if they are known to them.

These rules are in place for the safety and security of everyone.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>April 2014</i>		