



## SECURITY POLICY

### AIM

Our aim is to provide a safe and secure environment for our children and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim and covers both indoor and outdoor parts of the premises.

### ROLES AND RESPONSIBILITIES

#### Role of the Principals

The Principals have overall responsibility for security at the Kindergarten. They designate the day-to-day responsibilities for security to the Kindergarten Head.

#### Role of the Head

The Head will be responsible for implementing the security policy.

The Head will be responsible for ensuring that:

- all staff appreciate the importance of security and understand the Kindergarten's policy and their responsibilities
- staff training needs are kept under review and training is carried out as needed
- staff know they are to release children **only** to the care of individuals named by the parent
- children do not leave the premises unsupervised
- parents are informed of security issues and encouraged to adhere to any Kindergarten security procedures
- formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements are still valid
- routine security checks are carried out on an on-going basis. The Head may designate a named member of staff to carry out these checks on their behalf
- all crimes are reported to the Police

#### Role of the Staff

All staff at the Kindergarten are responsible for ensuring that security strategies are implemented.

### PROCEDURES

#### The security of Children, Staff and Visitors

##### Staff

- All staff must challenge visitors who are not wearing visitor's badges
- All staff must challenge unidentified visitors who are found on the Kindergarten grounds/inside the Kindergarten

## **Visitors**

- All visitors to the Kindergarten must have appointments with specific members of staff, or they will not be allowed to enter the buildings
- Visitors will be met at the door and escorted in by a member of staff
- All visitors, including contractors, will be asked to sign the visitor's book, indicate their arrival time and wear the visitors' badge that is issued to them
- All visitors are asked to hand over their mobile telephones which are stored in a secure location for the duration of their visit
- The visitor will wait where requested until they are collected by the member of staff they are meeting. When they have been collected by the member of staff that member of staff is responsible for them during their time in the Kindergarten and must ensure that their visitors sign out (including their departure time)
- All visiting staff from other locations, SEN therapists etc, will follow the visitors' security procedure as stated above.
- Visitors to the church are required to follow guidance from the church authorities

## **Parents**

- All parents are to be reminded of the security strategies in place on a regular basis
- Staff who have arranged meetings with parents are responsible for those parents whilst they are on the Kindergarten premises and must ensure that they are escorted at all times whilst they are on site
- Parents should not be allowed unescorted access to the Kindergarten buildings
- If parents wish their child to be collected by another adult, they must provide written confirmation of this to the Head so that the relevant staff can be informed

It is particularly important; not only for security purposes but also for fire safety purposes that the Kindergarten knows who is on site at any particular time.

## **Security of Equipment**

- All expensive, portable equipment is to be marked as belonging to the Kindergarten. This is the responsibility of designated members of staff.
- All valuable and recognisable equipment are photographed.
- Members of staff are to be responsible for returning equipment to their designated secure location.
- Members of staff are not allowed to take Kindergarten equipment home without the prior written permission of the Head. If such permission has been granted for a specific duration/project, they are to ensure that they sign-out the equipment and leave a record with the Head.

## **Security of Equipment during Parents Evenings and Fundraising Events**

- All iPads, cameras and personal belongings are to be stored in secure/locked cupboards

## **Personal Property**

- All children are discouraged from bringing unnecessary valuable equipment into Kindergarten.
- Found property will be kept in the Kindergarten until claimed. Items not claimed will be disposed of after a period of three months

- All claimed property, must be signed for. The Kindergarten will not be held responsible for the loss, theft or damage to property belonging to children, staff or visitors

### Monitoring of Security Strategies

- The Head will review the internal security measures with staff regularly and report any deficiencies to the Principals.
- There will also be informal feedback from staff and visitors which will be acted on as necessary

The Principals are concerned that the kindergarten security should be effective without being invasive and will monitor on a regular basis the new procedures. Effective security depends on all members of staff being aware of security throughout the Kindergarten, and reporting incidents to the Head, who will then assess the action needed to address the problem. More stringent measures may be called for in the future arising from regular reviews.

**See also:** EVOSA Policy, Lost Children Policy & Procedures, Non Collection of Child Policy, Safeguarding and Child Protection Policy.

<b>This policy will be reviewed annually</b>			
Latest Review: January 2020	By:	Kathy Ballantine, Kindergarten Head	Changes made
Last Review: May 2021	By:	Chantal Baard, Kindergarten Head	