

# The Lyme Nursery

## Security Policy

The Nursery Policy ensures that only employed members of staff are trained to open the front door to customers, visitors and delivery staff. Students and new members of staff are not allowed to open the door except under the supervision of the above trained employees.

### FRONT DOOR SECURITY

When the front door buzzer rings staff are trained to open the door to people they recognise e.g. parents / customers, students and staff. Staff ensure that the locks are fastened securely after letting parents / customers in or out of the building. Parents are not allowed to let themselves out of the building.

### VISITORS TO THE NURSERY

Staff are trained to open the door to visitors using the CHAIN and BOLT for security. The visitor will be asked politely who they are if not recognised and asked for proof of identification. When staff are happy with proof of identification the visitor will be shown into the hallway, signed in using the Visitors' Book and directed to the correct designation. Visitors will be informed about mobile phone and camera policy and fire procedure.

### VISITORS WITH NO IDENTIFICATION

No unknown visitors to the Nursery will be allowed into the hallway if they cannot produce identification. Visitors will be left in the porch area. Staff are trained to ensure that Senior Staff are alerted to the situation and will carry out the correct security checks.

### EXTERNAL DOOR SECURITY

The conservatory room door should be securely fastened at all times using the dead lock provided. The rear door access to the premises is securely locked at all times. Staff have access to this area using the security key pad provided.