**Procedures for Security and for the Collection of Children**

**Security**

To ensure the safety of all children and staff the following procedures must be adhered to:

* Both the front door and the coded garage door at the front of the building are kept locked between the hours of 9.15am and 3pm (also overnight 6.00pm to 7.30am).
* No one is allowed to enter the nursery unless they are known to the nursery staff as a parent or carer, or have a formally pre-arranged appointment.
* Parents are encouraged to challenge anyone they suspect may be unknown to the nursery.
* Only parents/carers of the child/ren are permitted to have the code for the parents entrance door.
* The code for the door is changed annually, or when necessary. Parents/carers are informed of this code change via e-mail.
* Parents use this door for morning arrivals and end of session collections

**Collection of Children**

Adults with parental responsibility (see Policy 5) must inform the nursery, during initial settling in of their child/ren, of those named adults permitted to collect their child from the setting on a regular basis. This informs staff as to who will be allowed access to the coded door.

If someone other than those named in the admissions forms is going to collect the child (e.g. an Aunt / Uncle / Grandparent / Neighbour etc), parents should inform the nursery or their key person prior to the collection in writing. Parents should give the nursery the name, a brief description and a memorable password for the adult collecting to use on arrival. If an unknown adult arrives to pick up a child they must use the front door. THE GARAGE DOOR CODE MUST NOT BE GIVEN OUT. They must remain accompanied by staff or asked to wait outside on the porch whilst a member of staff gets the relevant child.

**The nursery cannot release a child into the care of any unauthorised person.**  If there is any uncertainty, the child will remain under the care of the nursery until a parent/carer with parental responsibility can be contacted.

**Visitors**

All visitors must have previously arranged appointments. Their credentials must be checked, and they must be asked to sign the visitor’s book on arrival and departure. The visitors’ book is a legal document.  All visitors must be accompanied throughout their stay in the nursery.  Unannounced visitors must not be allowed entry; the exception is Ofsted should they be completing an unannounced visit.

Refer to policy for *Unauthorised Collections*.