



Security & Outside Area Supervision

The Scheme has a requirement to ensure the property is secure therefore the following security has been implemented:

Door Security

- The entrance door will be locked at all times by an internal locking device.
- The entrance door will have a second security lock at the top of the door to ensure that children are unable to open the door by themselves.
- A member of the team must be responsible for opening the entrance door to allow parents/carers entry or exit.
- Rooms not accessible to the children will be locked.

Window Security

- All windows will have window security locks/cages to ensure windows cannot be opened fully.

Garden Supervision

- While the children are playing in the garden they will be supervised by the appropriate amount of staff. The team will spread out over the area so that they can see all parts of the play area.
- The garden is checked for debris before the children are taken out and a form is filled in to record that this is done.

Property

All team members will be provided with an ID badge. Children will not be left unsupervised at any time. Visitors to the property must sign in and out in the Visitors book in the reception area. All visitors will be escorted, anyone unescorted should be challenged by a member of the team.

Fire

We have a specific legal requirement to ensure the safety of the children, staff and others on the premises in case of fire and we have a clear defined procedure for the emergency evacuation of the premises. Fire drills will be carried out so that both the team and children become familiar with the evacuation process. All fire exits will be clearly identifiable and fire doors will be kept free from obstructions.