



## **SECURITY POLICY**

Child safety is paramount. The 'Child Collection Procedure' enables us to increase the security of the children at Nursery staff and must be adhered to at all times.

**On no account must a child leave the building without this policy being adhered to.**

All new members of staff are informed as part of their induction and provided with a copy of the 'Child Collection Procedure'. They are made aware that it must be followed at all times.

Students who are on placement within the Nursery or Club are asked not to open the door to anyone other than Nursery staff. Nursery staff who are supervising them must open the door.

Parents are asked not to open the door to anyone other than Nursery staff. A notice is displayed on the entrance door at all times to remind Parents of this. If a Parent is leaving the building and someone is waiting to come in, a member of staff must be found **before** opening the door.

Policy Adopted by St Pauls Walden Nursery  
Signature  
Signature  
Review Date

March 2017  
Position: Committee Chair  
Position: Manager  
March 2018