

Guidance on the Security of The Polegate Premises

Principal Statement

It is the responsibility of all staff members to ensure that the building is secure at all times, particularly at night. Staff will need to check external doors and windows.

Key Principles

- The external door is locked by a security keypad and only accessible by staff members. The Parents can enter the porch and ring the doorbell to enter then a staff member will let them in.
- Once all children arrive, the main door will be secured by the keypad security system and locked at the top for extra security.
- Children and staff will be signed in.
- The outside gates to the premises are to be opened when we start in the morning and will be shut about 10 before children go out to play.
- All visitors to Step by Step will ring the doorbell, must be signed in by the appropriate means. Staff are to ask to see ID. Anyone whom staff are unsure about must not be permitted to enter the premises.
- All external doors are to be checked and secured at night time.
- Staff need to ensure that the night lights, interior and exterior are activated as and when required.
- Staff must record any identified faults to the Handyperson for the Rooms by completing the message book.
- Staff must report any identified security risks or damage to the person responsible for health and safety.
- This policy is in addition to staff policy.