

SECURITY POLICY

To access these premises;

Identification from any unknown persons will be required before entry.

In any event no unidentified person will be granted permission into the Nutkins rooms.

Authorisation will be sought from the person by the manager and/or confirmation of an appointment previously having been made.

In the case of a person who arrives to collect a child who has not been authorised by the parent and/or whose identity is unknown to staff, admission will not be permitted until authorisation from the parent has been granted.

All persons should be identifiable by a badge provided denoting their purpose i.e. visitor, parent helper, work experience.

CCTV is provided within the Nutkins rooms and the outside door area; the film is recorded and available on request from the office at Hope Baptist Church.

Use of ICT equipment will be closely monitored in keeping with safeguarding outlines.

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by

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