

Site Security and Gates

The security of the nursery premises is everyone's responsibility.

All external gates, doors and access points must remain secure throughout the day.

Staff, parents and visitors must ensure that:

- gates are closed securely behind them
- access gates are never left open or propped open
- children do not leave the premises unsupervised
- unauthorised individuals cannot gain access to the site

Particular attention should be given to:

- the main metal entrance gate
- the buggy gate
- garden gates
- security doors throughout the building

It is recognised that the buggy gate is frequently left open by parents and visitors. Staff, parents and visitors are therefore reminded to check that the gate closes securely behind them each time they enter or leave the premises.

After 9:00am, the member of staff responsible for reception duties should regularly check that all external gates remain secure and locked where required.

Any faults with gates, locks or access systems must be reported immediately to management and the Health and Safety Officer.

Entrance System and Collection Procedures

The nursery operates a controlled entry system.

When using the buzzer system, parents and a asked to identify themselves and confirm:

- their name
- the child they are collecting
- their relationship to the child where necessary

Staff should not permit entry where they are uncertain about a person's identity.

Where concerns arise, management should be contacted immediately.

Children will only be released in accordance with the Arrivals and Departures Policy and authorised collection procedures.

Security Codes and Access Information

To protect children and staff, security information must remain confidential.

Staff must not:

- share door codes with unauthorised individuals
- disclose alarm codes
- share access procedures with visitors
- write security codes in publicly accessible locations

Where a security code has been compromised, management must be informed immediately so appropriate action can be taken.

CCTV Monitoring

The nursery operates CCTV systems to support safeguarding, security and the protection of children, staff and visitors.

CCTV cameras are located in key areas including:

EDG Nursery- Policy Version | Policy Version 1 | Created March 2026 | EY489739

All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.

- nursery rooms
- communal areas
- entrances and exits
- security access points

CCTV footage may be used:

- to investigate safeguarding concerns
- to investigate accidents or incidents
- to support security investigations
- to assist with complaints investigations

The use of CCTV is managed in accordance with the nursery's CCTV Policy and Data Protection procedures.

Preventing Tailgating

Staff, parents and visitors must remain vigilant when entering or leaving the nursery.

Individuals must not allow unknown persons to enter the building behind them without authorisation.

This includes:

- visitors
- contractors
- delivery personnel
- parents not known to staff

If an unknown individual attempts to gain access, staff should challenge appropriately and seek support from management where required.

Fire Exits and Emergency Doors

All fire exits and emergency doors must:

- remain unobstructed
- remain easily accessible
- remain closed when not in use
- never be locked in a way that would prevent emergency evacuation

Staff should complete regular visual checks to ensure emergency exits remain safe and accessible.

Any concerns must be reported immediately.

Lockdown Responsibilities

All staff are responsible for understanding and implementing the nursery's Lockdown Procedures.

Each room and communal area has designated lockdown arrangements that staff must be familiar with.

During induction and ongoing training, staff will be expected to understand:

- their room-specific lockdown procedures
- designated lockdown locations
- communication procedures
- headcount expectations
- emergency responsibilities

Lockdown procedures will be practised periodically to ensure staff remain confident and prepared to respond appropriately.