



Early Learners Centre Pre School

Security

The main gate to the premises is locked during free flow sessions for the children's safety and all entrances are locked at all times during pre-school hours. On top of a full registration we operate a self-registration system, whereby the children put their name cards on the registration bus at the beginning of a session. This enables us to know which children are present, and also helps the children with name recognition. All visitors are required to sign in/out of the Visitors Book. If anyone other than the usual parent/carer is collecting a child, this information must be written in the Visitors Book and mentioned to a member of staff. In an emergency during a pre-school session, please contact a member of staff on the mobile; Charan 07572504852

The safety and security of the children is our primary concern.

- All external doors of the building are secured.
- Staff are made aware of any visitors/other agencies/children expected at the beginning of each session/day via the office diary.
- A fence surrounds the outdoor area are checked regularly for damage.
- Parents or third parties are not allowed access to the Pre-school without a member of Staff being present
- Parents are required to inform Pre-school, prior to any changes in picking-up or dropping-off, giving a detailed description, signing the permission book and obtaining a password for each child

- All visitors/guests/trades-people are constantly chaperoned whilst on the premises, after signing the visitor's book on entrance and exit
- Prior to employment, all staff references are investigated and reviewed
- All staff/assistants/students are Police checked prior to employment/placement, or being left alone with children at anytime
- The Pre-school's registration requires at least two members of staff on site at all times, and wherever possible that a member of staff should not be left alone/sole charge for any length of time
- All children's records and details are kept confidential and may only be accessed by the child's Keyperson and parents
- All children's records and parental contracts are kept on site in secure storage, with limited access
- Parental permission will be sought before these records are made available to any third party or outside support agencies, unless doing so may put a child in further danger.
- Parental authorisation is sought in the Pre-school Contract for photographs/video/ tape recordings to be made as part of the daily observations/records and/or staff training undertaken
- Additional written permission is sought prior to using recording equipment for a third party and Pre-school outings
- Parents are discouraged from having the child's name/initials on the outside of their clothing/property
- The staff will be in breach of their Contract if, at any time, they discuss or disclose confidential information about the children in their care to a third party/other parent/unrelated persons. Such actions constitute gross misconduct and may result in dismissal.