**Premises security policy**

We understand the importance of keeping the setting secure. To prevent intruders entering and to prevent children leaving the premises, we use an intercom door entry system. We will never release a child to anyone except the parents/carers or a person on the child’s emergency contact list. **If the parents/carers will not be collecting the child as expected then they need to inform the nursery**. If the person collecting the child is on the emergency contact list, the nursery still needs to be made aware of this as we cannot release a child to an **unexpected person**.

ID or passwords will be required if the collector is unknown.

Either parent cannot be stopped from collecting their child unless one parent has had their parental rights removed by a court. Please let us know if there are any family issues which may mean we are put in this situation. This way, the absent parent can be informed immediately if the other parent is attempting to collect their child.

This policy is supported by carrying out regular security checks to ensure the outside area is secure and the children are being closely supervised. The building is locked at all times.

Any visitors will be accompanied, and the purpose of the visit recorded along with the time and date. Maintenance work will be carried out outside minded hours unless it is an emergency or not possible at any other time.

If you have any questions regarding this policy please feel free to ask.