All Silver Stars Day Nursery policies will be subject to any future change according to Government legislation and guidelines to maintain the safety of all children, families, staff and visitors.

4.01

Maintaining Children's Safety and Security on Premises

Policy statement

Silver Stars Day Nursery maintains the highest possible standards of security to ensure that all children are kept safe and protected at all times whilst on the premises. Robust procedures are in place to prevent unauthorised access, to safeguard children from harm, and to ensure staff, children and visitors are accounted for at all times. These procedures are regularly reviewed and form part of the setting's wider safeguarding responsibilities in line with the Early Years Foundation Stage (EYFS).

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Risk assessments are carried out regularly to identify and minimise any potential risks to children's safety within the premises or during activities.
- Staff are deployed appropriately to ensure effective supervision at all times.

Security of the Premises

• Secure systems are in place for the safe arrival and departure of children.
• Accurate records are kept of children's attendance, including arrival and departure times.
• All staff, volunteers and visitors are required to sign in and out of the setting, with times recorded.
• Visitors must wear a visitor badge at all times whilst on the premises.
• Access to the premises is controlled to prevent unauthorised entry.
• The front door is kept closed and locked at all times during operating hours.
• Children are prevented from leaving the premises unsupervised or unnoticed.

• Staff check the identity of any person who is unknown to them before allowing access.
• Only visitors with prior appointments are permitted entry, unless in an emergency.
• Contractors working on site during nursery hours are risk assessed and supervised where necessary.

Collection of Children

• Children are only released to adults authorised by the parent or carer and listed on the child's registration form.
• If an adult collecting a child is not known to staff, photographic identification will be requested.
• Where appropriate, password systems may be used to confirm identity.
• If an unauthorised person attempts to collect a child, the child will not be released and the Manager or Designated Safeguarding Lead (DSL) will be informed immediately.
• Any concerns regarding the collection of a child will be recorded and followed up in line with safeguarding procedures.

Visitors

• All visitors, including professionals and contractors, must sign in and out and are supervised at all times whilst on the premises.
• Visitors will not be left alone with children.
• Any visitor who does not comply with the setting's safeguarding or security procedures will be asked to leave the premises.

Staff Personal Belongings and Cash

• Staff and volunteers' personal belongings are securely stored during sessions.
• Minimal petty cash is kept on the premises and is stored securely.

Breaches of Security

• Any breach of security must be reported immediately to the Manager or DSL.
• All security incidents are recorded, investigated and reviewed to prevent reoccurrence.
• Where a breach raises safeguarding concerns, the Safeguarding and Child Protection Policy will be followed, and external agencies involved if required.

Record Keeping and Review

• All records relating to attendance, visitors, and security incidents are maintained accurately and stored securely in line with GDPR requirements.
• Security procedures are reviewed regularly and updated where necessary to ensure ongoing effectiveness.
• Staff receive regular reminders and training to ensure vigilance and compliance with this policy.

Staff Responsibilities

• All staff share responsibility for maintaining the security of the premises and ensuring children's safety.
• Failure to follow security procedures may be addressed through the disciplinary process.
• Staff are expected to remain alert at all times and to challenge politely but confidently any unfamiliar person on the premises.

This policy was adopted by	Silver Stars Day Nursery
Date	February 2026
Review Date	February 2027
Name of signatory	Jenifer Capper
Role of signatory	Proprietor
Signed: Date:	 February 2026