



Peter's Patch
Forest School - Day Care - After School Club

Security of the Setting

It is our aim at Peters Patch to maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery main door will be locked at all times, the doorbell or buzzer will be rung by anyone wanting permission to enter and identification will need to be checked.

Children's Personal Safety

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from Access NI and Social Services.
- All children are supervised by adults at all times
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time.
- We aim to always have at least two members of staff on the premises whenever children are present.
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phone on them.



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Security Measures in Place

- We have systems in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded.
- The arrival and departure times of all adults (staff, volunteers and visitors) is recorded.
- Photographs of staff are displayed at the entrance of each room.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave
- We have signs on the doors around the setting reminding staff, parents, and visitors that the doors must be locked.
- The doors into the gardens can only be opened from the inside allowing children access in to secure outdoor areas
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and identification must be shown when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.

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