



66 Saltash Road,
Keyham, Plymouth, PL2-1QS

www.pelican-childcare.co.uk

Policy on security

Security Statement

Our commitment is to the children we care for and their safety, as well as all staff and visitors in each setting.

The ways in which we deal with any security issues is:

Answering the door

Essentially no body will be granted access to any part of the building that is unknown to us. Any visitor to the setting will sign in and out and be accompanied by a member of staff at all times. All parents, carers and emergency contacts will be written on each child's file as authorised to collect. Special arrangements are made if someone not on this list will be collecting, parental written permission must be gained for this person before collection. All parents, carers are made aware that they do not let any other person then themselves and request that other parents buzz in to be verified by the staff.

Garden Security

Pelican has a small outside court yard to the rear of the premises. It has 3 high walled sides, one which has the main entrance to the building. This door is UVPC, it has an upper section which opens like a window so you can see and talk to the person on the other side without opening the whole door. There is a bell situated on the outer wall for parents/visitors to ring when they can't get in the building. This is because the door is locked on the inside whilst the children are playing in the area, the key is held by the staff member on duty in the garden, also in the office and another key in the baby suite. The children are supervised at all times by the correct or greater ratio of staff to children. All staff are aware of their responsibilities when in the garden.

The garden is checked for safety before each use and this is recorded in the daily risk assessment for each department.

Building Security

At the beginning and end of each day staff check that all doors and windows are closed and locked as appropriate and record this on the appropriate forms. Limited amount of keys are distributed. Any keys lost will result in the locks being changed. All staff adhere to the beginning and end of day procedures.

Information Security

All personal information of parents, carers, children and staff are all kept in lockable filing cabinets or boxes. We keep all documents for the limited times set out in the terms of our registration. We follow our confidentiality policy and the data protection act. More details on both of these can be found in our relevant policies kept in the policies and procedure file at all settings. All staff are made fully aware of the confidentiality policy and the data protection act.

Collection Security

We have a collection procedure and all staff, parents and carers are made aware of this. All parents/carers will give us written list of people who are allowed to collect their child at registration. This list will be followed and only deviated from is a parent informs us, preferably giving us written permission for someone else to collect. Where possible it is good ideas for that person to accompany the parents on an occasion before they are due to collect so all staff are aware of whom they are. In a circumstance where this has not been possible and a person other than those authorised to do so will be collecting the child we must be informed by the parent/carer or an authorised person and we will ask for a unique password, the name of the person who will be collecting the child and a brief description of them. More details on this procedure can be found in the policies and procedure file.

Staff

All staff are fully vetted and checked that they are safe to work with children. We see original documents e.g. passports, drivers licence etc. to verify their identity. We also verify their address by seeing a bill in their name. All staff are CRB checked. All staff are not left on their own with any child whether CRB checked or not. More details of this procedure can be found in the staff handbook.