**Principle**

Little Buds has a commitment to the children, families, staff and volunteers who are in our care/involved in our setting to ensure that safety is of utmost priority.

**Policy**

The setting has implemented this policy to ensure committee members and staff has the appropriate authority to exercise powers and carry out certain actions for which they are responsible. The management team can delegate particular powers to staff in the playgroup. This enables the efficient running of the setting.

The primary responsibilities and accountabilities in relation to ensuring the security of the setting are shared among:

* Committee members.
* Staff with delegated authority.

**Procedure**

There are various elements within this procedure and these have been laid out to ensure that appropriate measures are in place, these include:

**Answering the door**

* Little Buds will not allow access to the building to anyone who is unknown to the staff in the setting. The setting will use a doorbell system to have control over this.
* During the pandemic, a door bell is used for each room. This is for the use of children only. Visitors must use the main door to enter and exit the building.
* Only staff will be permitted to open the door to parents/visitors. Students or temporary staff will not be permitted to open the door unless under the supervision of the leader.
* If the setting has pre-arranged visitors, all staff will be made aware of their attendance at the setting. The visitors will be asked to sign in and out using the log book provided at reception.
* Children’s personal files will specifically detail parent/carer and emergency contact details.
* If there is a special circumstance where someone is not on the register, but is collecting a child, written parental consent must be provided.
* *At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.*

**Garden security**

Staff will follow the risk assessment procedure and ensure that all maintenance issues are followed up as they occur to ensure security at all times, e.g. if the latch on the front gate is broken and this gate leads to the main road from the outdoor play area.

*At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.*

**Building security**

The management team of Little Buds has assigned responsibility for building security to the leader in charge/manager and keyholders of the building.

Staff is responsible for ensuring that at the beginning and ends of each day staff should check that all doors and windows are closed and locked as appropriate and records this on the appropriate form.

All staff must adhere to the beginning and end of day procedures.

*At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.*

**Information security**

The leader in charge/manager will ensure that all documentation and personal files are stored in locked cupboards/filing cabinets.

The management team will also maintain a separate storage unit for documentation of meetings and 1-2-1/appraisal reports. This will be kept in the locked office.

**Lost keys**

The management team must be made aware if staff looses the keys to the building. This will result in the locks being changed.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..