

**Under Fives Roundabout
Security Policy
Policy No: 1.8.**

Last reviewed: November 2009

To be reviewed by: November 2010

Responsible member of staff: Ludmila Stanley

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping Safe	2.2. Parents as Partners	3.4 The Wider context	

1.5. Security at Roundabout

1) The safety, security and well being of the children and adults at Roundabout is paramount.

Access into the grounds

2) Our gate has a digital lock. Staff and parents are told the code verbally and are asked not to pass this on to anyone else, including older children. Visitors are required to press the buzzer which can then be released by remote control by a staff member; staff members have good visibility of anyone at the gate from either room or from the garden. In the office, visibility is given by the CCTV screen.

3) The digital lock is for both access and exit, so the children cannot operate the gate on their own. Adults must not teach their children how to operate the code.

4) The code is changed half-termly at the end of the half-term; parents are given the new code verbally at the beginning of each half-term. Parents are reminded not to give the code to anyone else, including older children

5) There is a separate code for the fire brigade, known only to the fire service, Manager and committee.

6) The gate is self-closing, and parents are asked to check that it has closed properly behind them and also that they do not hold the gate open for children other than their own or for people they do not recognise. The gate is not usually propped open. Children should be supervised at all times when in the playground or when the gate is being opened. Before and after session times the children are the responsibility of their parent or carer. Children should not operate the gate or keypad.

7) For safety reasons, the gate has a door stop in the ground to prevent it from being pushed too far open.

8) The gate into Mayfield playground is locked; all key staff have a key for fire drills and practise opening the gate quickly under pressure.

9) All visitors are received through the lobby and asked to sign the visitors' book. Their names are also recorded in one of the room registers in case of a fire drill.

8) The digital access system is maintained by Alarm Maintenance. The gates are maintained annually or as required. Both gates were installed by Jacksons Fine Fencing (small gate October 2008, main gate October 2009).

Access into the Building including Burglar Alarm

The building is alarmed with internal movement detectors. Five key staff and two committee members at one time have a fob to activate/deactivate the system. The main door is double-locked. The alarm is maintained annually by Alarm Maintenance in the autumn. The burglar alarm can be set to text a mobile if the alarm is set off.

At lock up time, all windows and doors are checked. Windows that have been open during the day are re-locked. Anyone who is locking up is taught how to make the checks and how to set the burglar alarm.

Security Lighting

We have movement activated security lighting around the building. This is inspected at regular periods.

CCTV

Our CCTV system adds extra security, a deterrent and is positioned so that anyone in the office can see who is at the gate. We have clear signs stating the CCTV is in operation. Registration has been discussed with the relevant authorities who advised us it was not necessary (Sept 08). This is maintained as required by Alarm Maintenance.

Reviewed November 2009

