

8.8 Door Security Policy



The safety of both the nursery children and staff is of utmost importance at Little 1's.

- ALL visitors to the nursery should wait to be admitted by qualified member of staff.
- Parents or visitors entering the nursery should not answer the door, let anyone in or hold the door open for anyone entering (even if you know the person).
- Sometimes particularly in windy weather the door does not shut immediately. Parents or visitors should ensure that the door is pulled securely.
- ALL visitors will be asked to sign in and out in our visitor's book kept by the front door.
- Passwords and names will be asked for if staff do not recognise a parent or adult picking up a child.
- Please ring the landline if there are any changes to your collection arrangements, please note we may ring to confirm. (Please see our [Collection policy](#) for more information.)
- ALL visitors will always be accompanied by a member of staff.
- ALL professional visitors must show I.D upon entering the building.
- Only senior staff and management (with level 3 qualification or above) have permission to answer the door.