

Security Policy

Aston University Nursery takes the security of the children, staff and parents very seriously and the following steps have been taken to ensure that only persons permitted to enter the nursery can do so and that children cannot leave the nursery unless in the care of a suitable adult.

- Entrance to the nursery building is made via the main front door which is protected by a magnetic release locking system.
- After entering the main door there is a further door to the nursery rooms which is secured with a fob entry system or via reception.
- Parents are only admitted into the nursery building by members of staff who will first verify their identity.
- We regularly remind parents of the importance of securing doors behind them and staff monitor this closely.
- There is a secure perimeter to the nursery garden with a single fire exit route out. This exit gate is controlled by a coded lock system which only authorized staff have the code to.

In the unlikely event that an intruder gains access to the exterior of the property (children indoors)

You must:

- Telephone Campus Safety 0121 359 2922 and ask for immediate assistance.
- If there is no response from Campus Safety dial 999.
- Inform them clearly of where you are, who you are, the fact that there is a potentially dangerous intruder on site and **the fact that there are children involved**.
- If possible inform the manager on duty and Reception.
- Keep close to an internal telephone.
- Keep everyone quiet and calm.
- Move the children to a place out of sight.
- Lock all doors and windows.
- Close all interior doors behind you.
- Remain calm and await assistance.
- **ON NO ACCOUNT** venture away from the children to see if the intruder has left. Remain in place until Campus Safety arrive.
- The panic button is located in reception.
- If possible, inform other rooms
- The manager will alert the local authority and police at the earliest opportunity.

In the event that an intruder gains access to the exterior of the property (children outdoors playing)

You must:

- If possible take the children inside and follow procedure above

If unable to get the children inside:

- Gather the children together.
- Keep calm – if you panic, so will the children. Keep the children together.
- Ensure that there are two members of staff with every group of children.
- Try to move towards the building to get everyone inside then follow the procedure above
- Alert staff within the building if possible

In the event that an intruder gains access to the interior of the property.....

- DIAL **0121 359 2922** or DIAL 999 AND ASK FOR POLICE as soon as possible. Inform them clearly of where you are, who you are, and **the fact that there is now an imminent threat to children.**
- If possible inform other parts of the nursery
- Keep calm – if you panic, so will the children. Keep the children together.
- Get the children out of the building and into a public place – front of building, onto the street if possible.
- Ensure that there are two members of staff with every group of children.
- The panic button is located in reception.

If confronted by an intruder:

- Talk in a calm tone and ask them what they want.
- Stand in their way but do not actively impede them.
- Try to get them to talk in order to delay them until Campus Safety or the Police arrive.

ON NO ACCOUNT attempt to arrest or physically halt the intruder. You are expected to do everything you can to protect the safety of children – but you are NOT expected to put yourself in any danger.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23