



## **11.8 Door Security CCTV use**

### **Policy statement**

It is our aim to maintain the highest possible security of our premises to ensure that each of our children is always cared for safely. All staff has an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all the children at the nursery.

A security system is in place to prevent unauthorised visitors from entering the premises. This includes a door alarm system, which sounds in the event of unauthorised access at each door, biometric access control system and an external CCTV system outside of the front door which allows a visual from the nursery main entrance.

### **Procedures**

All the staff must ensure that:

- All visitors to the nursery should wait to be admitted;
- Parents, visitors, nursery bank staff and agency staff entering the nursery should not answer the door or let anyone in or hold the door open for anyone entering (even if they know the person);
- Staff, parents and visitors should ensure that the door is pulled securely and closed at all times;
- All visitors will be asked to sign a visitor's book; and
- Passwords, names and identification documents with a photograph will be asked for if staff do not recognise a parent or adult picking up a child. The nursery manager should be informed if there are changes to any child collection arrangements.

### **Purpose of CCTV**

CCTV has been installed to assist ensuring a safe and secure environment for the benefit of children in our care, staff, parents and visitors. These purposes will be achieved by monitoring the system to:

- assist with overall security
- facilitate the identification of any incident / accident within the nursery premises
- act as an effective tool against criminal activity, such as vandalism

Cameras are located internally and externally:

- inside and outside the main entrance
- within each classroom. NOT covering nappy change areas and bathrooms
- outside area and fire exit.



### **Access to images**

Viewing of recorded images of CCTV will be restricted to the nursery management within the private office. Parents will not have access to view CCTV recordings.

**This policy will be reviewed annually**

**This policy was adopted by Soraia Almeida on August 2024**

**Next review on March 2025**