

## Security Policy

Artisans aims to take every reasonable precaution to make its premises as secure as practical whilst maintaining the ability to exit quickly in case of emergency.

All of the points below contribute to our practice in achieving these aims. All of these are also included in other policy statements.

- The premises and outside areas are secure and children are not able to leave them unsupervised.
- Children are never left unsupervised.
- Fire doors are clearly marked and kept accessible at all times.
- External doors – these all have high level handles and / or additional bells.
- The main entrance has a door bell and a glazed panel and a chain in order to control who accesses the building.
- The perimeter has a 2.1m tri spiked palisade fence giving security for the children to stay in and others to stay out. Children will never be outside unsupervised.
- Gates will have additional locks on them at times when the children are outside, keys for these are located outside in fire boxes.
- An emergency mobile phone is carried by a member of staff at all times, on which the keypad lock can be overridden by a 999 call.

### Visitors and access issues

- All visitors, as well as staff and children, are required to sign in and out or be registered.
- There is only one access to the building in use during operational hours and this has a glazed panel and a bell system.
- Unexpected or unknown visitors will be asked for id before being allowed to enter.
- Arranged visits will be given a password which is recorded in the diary.
- Name badges will be provided for all staff. In addition to this tabards are available to make staff distinctive. It is the responsibility of individual staff to assess when it is necessary for these to be worn to increase security.