



# Oscar Bears' Day Care

## Passwords and Security of the Children at Oscar Bears

- It is of the utmost importance that this procedure is followed carefully and precisely.
- Staff will be subject to a disciplinary if these procedures are not adhered too.
- It is all Oscar Bears Staff responsibilities to ensure the safety of the children at Oscar Bears' throughout the day, if staff have any concerns, they must be brought to management as soon as possible.

### Passwords

On the occasion that someone is collecting a child who we have not met before, we will gather certain information; Name, short description, relationship to child and a Password. Management keep a record in their Password box that can be referred to as and when required.

If someone arrives at the Front gate that you have not met before and you are the first person there to greet them, you must ask for their name and who they are here to collect.

- 1) If you were previously informed on that day that they would be collecting, and the password is correct you may proceed to let them in.
- 2) If you were not informed and do not know the correct password, explain that you will get your manager to come and confirm the identity/password before letting them in to the building.

**Child can only leave with a relative once the password has been confirmed.**

On the occasion that an unknown visitor arrives to collect, and we do not have information from the Child's parents of them collecting, we will not let them in to the building and we will request they wait in their car whilst management makes the necessary phone calls to the child's carers to confirm their identity.

### Signing in and Out

Staff must sign all children in and out of their sessions, recording the time and initials of their carer. This must be done as soon as they arrive/depart.

### Front Gate to the Nursery Gardens

Front gate is kept locked staff view the video monitors/doorbell to ascertain which staff member will leave to unlock the door to parents or children.

Each building have their own set of keys.

Prior to using the garden area staff will ensure that all exits are securely locked.

### Indoor Gates that separate spaces and rooms (Baby Bear and Koala Building)

The child gates within the buildings can be used as and when required during the day to support activities and age groups of the children.





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- The **white porch gate** must always to be kept closed at all times.

Patio doors to be kept locked unless using for free flow garden time.

## Indoor Gates that separate spaces and rooms (Panda Building)

- The **white porch gate** to the porch must be kept closed at all times.

Staff room door to be kept shut whenever the children are using the porch area.

Children are not allowed beyond the staff room door unless absolutely necessary and risk assessment has been carried out.

Patio doors to be kept locked unless using for free flow garden time.

## Staff - Moving between buildings

As you leave each building, (if you do not have a key), please advise the staff that they will need to lock the door behind you.

Written By: Tawny Bremner

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