



# Foresteers Outdoor Preschool

## Security Policy

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

### Introduction

The aim of this Policy is to provide a safe and secure environment for all our children, families, visitors and staff. All procedures require a strict level of discipline from all staff to ensure a maximum level of security.

### Admittance

- The outdoor setting has a clear visible boundary line. Children are reminded regularly about the importance of staying within this line (don't go under, over or through). Children and staff "walk" the boundary each day as part of the risk assessment.
- Parents drop off and collect their child from the woodland base camp each day. They are met by a member of staff and a "handover discussion" takes place.
- Visitors are required to sign in and out of the setting using the signing in sheets. This is also a requirement for the Health and Safety Act and emergency evacuation procedures. Visitors will be supervised by a staff member for the duration of the visit.
- Regardless of the circumstances, no access should be granted to anyone who does not have the Manager's authority to be there.

### Daily routines for security awareness

Staff need to be aware of the location of individuals across the setting including both children and colleagues:

- children identified as "high risk", wear high viz jackets
- children participate in a daily safety chat at the start of each day including the rules of not going under, over or through the boundary, followed by "walking the boundary" to develop familiarity with the site,
- regular head counts and games such as "1,2,3, where are you?" also help both staff and children.

### Collection security

For security reasons, children may only be collected by those individuals listed on the child's enrolment form. Any changes to these named contacts can only be accepted in writing, in advance, and the new named alternate contact must introduce themselves, with identification. Children will only be released to named contacts on provision of a password as provided by the parents/guardians. We will never permit a child to leave the premises unaccompanied or with an unauthorised person. Parents may request their child to be collected by an alternative individual who has not been designated as a named contact. In this instance, the parent must first provide the preschool the name of the person and agree a special password with the preschool in advance. The named contact must identify themselves on arrival. (See Child Release Policy)

**This policy was adopted  
on**  
*1st January 2026*

**Signed on behalf of the  
preschool**  
*Hayley Smith*

**Date for review**  
*December 2026*