Little Forest Folk

Security Policy

Date Created: November 2024
Reviewed by: Xiao Flynn - 21st July 2026

Little Forest Folk operates a security policy for its indoor location at Colt Cottage, Hascombe Road, Godalming, Surrey GU8 4AD

The aim of the Policy is to provide a safe and secure environment for all our children, families, visitors and staff.

All security procedures require a strict level of discipline from all staff to ensure a maximum level of security. The involvement of staff over the various areas of the Nursery ensures consistency in the maintenance of the security procedures.

Admittance

There is 1 admittance point to the Arboretum grounds. This is the main gate in the car park. There is a further security provision at the main door into the nursery building which is located along a path way from the main carpark.

Parents who are dropping their children off will access the main gates having been admitted by a staff member from LFF. Children and parents will then walk along the pathway to the nursery building where they will ring the bell and be allowed in by an LFF staff member. Children accessing full day care will be collected at the end of the day similarly.

Entry into the nursery building is gained by ringing the bell at the main door. A member of staff will identify the person and allow entry.

The outdoor space is located in the grounds of Winkworth Arboretum. The public do have access to these areas. Little Forest Folk will ensure that all attending children are within sight and/or sound of staff at all times. Rainbow ribbons will be used to mark the boundary lines that the children will be in and this will be enforced as part of the daily rules

Children attending half days can be dropped off for a morning session 8am- 1pm as above. They will be collected from the outdoor forest area. Children attending an afternoon session 1pm- 6pm can be dropped off in the forest and collected from the nursery building at 6pm.

All service users and visitors must enter the Nursery through the main door. All other doors are not to be used by visitors or parents.

A Visitors Book is available for visitors and others to sign in and out. This record is also a requirement for the Health and Safety Act and emergency evacuation procedures. Please see Little Forest Folk's Visitor Policy.

Contractors, suppliers and all other visitors requiring access to the other areas of the setting must only be permitted entry on the authority of the Nursery Manager.

Where practical, the individual/s should be escorted during their visit to Little Forest Folk.

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

After any movement of children from one area of the nursery to another, a headcount should be taken using the register to ensure all the children are present.

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, to the child's educators. 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 nursery with a photograph of the emergency contact, and agree a special password (different to the normal password) with the nursery in advance. The emergency contact must bring valid identification.

If in doubt contact a senior manager or in extreme cases the police.

Please refer to Little Forest Folk's Child Release Arrangements Policy for more information.