

All policies interrelate so please check other policies for pertinent information.
Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Security Policy

Artisans' aims to take every reasonable precaution to make its premises and practices as secure as possible whilst maintaining the ability to exit quickly in case of emergency and acknowledging the constraints of a shared building.

All of the points below contribute to our practice in achieving these aims. All of these are also included in other policy statements, these should be read in conjunction with all other policies and especially Lost and Uncollected Children and Safeguarding.

Premises

- 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. The fire exit is an exception but is within clear sight at all times.
- The main entrance has a door bell and a glazed panel in order to control who accesses the building. It has 3 locks.
- 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 allowed outside unsupervised.
- Gates have additional locks on them at times when the children are outside, the perimeter gate has a coded padlock and the code is written on the emergency exit box.
- 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.
- Premises are checked every day before the children arrive.

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.

Food safety : see Food and Drink policy

- All allergies are discussed in full staff meetings and annotated on daily sheets for teachers as well as on menus for cooks
- All cooks have hygiene training
- Most teachers have food hygiene training
- We are inspected by Environmental Health
- Daily checks occur in the kitchen in accordance with safer food practices
- Children do not bring food substances into Artisans

Digital record data : For further information please see our Media policy and My Montessori Child policies.

- Nothing is stored on teacher devices
- All data transmissions are encrypted
- Devices must be authorized before they can access data
- All teachers have a PIN entry
- Back up data and servers all within UK
- We are registered with ICO

This policy is reviewed annually in the Summer term
The lead teacher on this policy is Liane Rowlett

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