

BOW LANE PRE-SCHOOL
SECURITY AND PREMISES

AREA	WHAT IS IN PLACE	COMMENTS
INDOORS		
Main door into waiting area	There is a lock on the main door to the waiting area. A sign is prominently displayed requesting parents/visitors to get a member of staff to lock the door when they leave	
Smoke alarms	They are situated throughout the building and are tested weekly	Written log
Visitors	All visitors are required to sign in and out	
Staff and children	All staff and children are signed in and out	
OUTSIDE		
Temporary fencing	All fencing in place and checked daily to make sure children cannot escape	
Perimeter fencing	Checked weekly to make sure children cannot get out	
Car park gate	To be locked at all times when children are playing outside.	
Pedestrian gate	There is an intercom system in place. The gate is closed at all times.	

Date 06.09.2019