



## **NORTH STAR NURSERY AND HOLIDAY CLUB** **SECURITY POLICY**

North Star Nursery and Holiday Club are situated within the Polaris House Campus which is occupied by UK Research and Innovation (UKRI), UK Space Agency and UK Shared Business Services. This policy sets out the security arrangements for the site as well as specifically for the nursery. All staff and visitors are required to abide by the arrangements contained within this policy. This policy has been written with reference to the JBOS Site Security Policy for Polaris House which can be found at Appendix 1.

### **1. The Polaris House Site**

The site is maintained as safe and secure premises for both staff and visitors during opening hours and secure from intrusion outside operational hours. The site is maintained by JBOS (Joint Building and Office Services) who are also responsible for maintaining the nursery's electronic security systems, e.g. door buzzer, panic alarms and CCTV.

### **2. Who is responsible for security?**

All staff have a personal responsibility to themselves and their colleagues by remaining vigilant and reporting suspicious activity to JBOS. Employees must comply with policy and be aware of the current security procedures. Employees breaking security instructions may be subject to disciplinary action.

With regard to the Nursery and Holiday Club specifically, parents and carers are requested not to open the door to other parents or carers or to allow them to enter the building behind them, even if they recognise them, unless it is with the consent of a staff member. Parents and carers arriving at nursery should ring the internal doorbell (or the garden doorbell located on the front door in warm weather when the children are playing outside) and wait for a staff member to open the door or to release the door lock for them to gain access. Parents and staff must ensure that the front door is closed securely behind them.

### **3. Staff and children**

All staff, students and volunteers are required to sign the visitor's book upon arrival at work and to sign out when they leave. If a member of staff leaves the building during a break, they should sign in and out accordingly.

All children must be signed in and out in the room registers by the parent or carer who is dropping or collecting them.

Children must be supervised by a parent or carer at all times whilst on the Polaris House site and not in the care of nursery staff.

#### **4. Visitors to the Nursery and Holiday Club**

All visitors to the building are required to sign the visitors' book upon arrival and to sign out upon leaving. All visitors should be escorted to the room they need to visit and should never be left unsupervised whilst on the premises. Further information regarding this can be found in the North Star Nursery Health and Safety Handbook.

#### **5. Unidentified Persons**

All staff should approach and challenge any person who they do not recognise especially if they appear not to know where they are going and particularly if they are unaccompanied by a child attending the Nursery and Holiday Club. It should be ascertained what the person's business is in the setting and that person should then be escorted to where they need to be.

In terms of the Polaris House site in general, Reception must be informed of any unknown person(s) immediately by telephoning Ext 4256 or 4289. Security staff will then be called to assist if the person appears suspect and the police contacted by JBOS.

#### **6. Security threats**

Although the Nursery is regarded as low risk in security terms there are a number of perceived threats due to its location on the Polaris House site:-

- Terrorist Threat – Polaris House is a government building;
- Extremist Threat – the nature of the scientific work;
- Criminal Threat – potential for theft of personal and organisational assets;
- Social malcontent – grudge/revenge motivation.

The potential threat from animal rights activists is also recognised.

Advice on security levels is received from the Cabinet Office as part of the procedure for ensuring the correct security levels are in place at Government buildings. The level of alert will be confirmed on a regular basis. The building security will be reviewed based on information received. (Security Levels are detailed at Annex A of the Polaris House Security Policy).

Security incidents or events should be reported to JBOS immediately who will be responsible for co-ordination of investigation and taking necessary action based on the findings of any investigation.

#### **7. Emergency Evacuation**

Should it be necessary to evacuate the Nursery for any reason, including fire, the evacuation procedures displayed around the Nursery should be followed. Staff should familiarise themselves with the evacuation procedures upon induction and drills are carried out 6-8 times per year.

#### **If you discover a fire or need to warn others to evacuate in an emergency:**

- Break the glass of the nearest alarm call point
- Warn others in the vicinity
- Evacuate the building.

The Nursery Manager, or most senior person, will take control in the event of an evacuation. If the Nursery alarm sounds, JBOS staff will be alerted and will send staff to investigate.

If there is an event in Polaris House the Nursery may be affected. JBOS staff may notify the Nursery by use of telephone or word of mouth. (Note – we have no tannoy system).

***It is also essential that, in the event of an alert, all staff comply with instructions given to them by any member of the incident control team.***

**Upon the alarm sounding:**

- Evacuate children and visitors by the nearest and safest exit.
- Take register/mobile phone and gate keys/contact box (blue)
- Go to the nearest assembly point.
- Telephone Reception at Polaris House on mobile-01793 411500

***Assembly Points:***

- 1) Grass area by workshops (then into the main building to Social Area if wet)
- 2) Into restaurant area of Polaris House as first temporary base if unable to return to Nursery.
- 3) If Polaris House site is on full evacuation then Oasis Leisure Centre as temporary base.

Staff should not attempt to leave the site or remove their car from the car park.

Once a safe temporary base has been established, the senior team will organise communication with parents as to where and when to collect their children.

## **8. Lockdown**

Should it be necessary to restrict access to the building in response to a threat, such as if a trespasser threatens the premises and anyone within them, the Nursery Lockdown Procedures should be activated. These identify potential access points to the Nursery and how to safeguard them. A copy of these is available upon request.

## **9. Car Parking**

For parents and carers dropping off and collecting their children by vehicle, barrier access to the nursery car park is required. The barrier is activated by a staff pass. For non-Polaris House staff or parents/carers without car park access, there is a call button located at the barrier entrance which goes through to the Polaris House Reception. The parent or carer should state their name and that they are requiring access to the nursery. The barrier should then be lifted by Reception staff.

The nursery has three designated spaces for dropping off and collecting, and parents and carers without a parking permit are requested to use these spaces only. Visitors to the nursery will be requested to display a "Nursery Visitor" notice issued by the nursery for the duration of their visit. Bank staff or agency staff may use the designated nursery spaces for the duration of their shift, only if they are not already in possession of a nursery car park pass.

In accordance with the JBOS Car Parking Restrictions all **staff** parking their vehicles on site or in the Hawksworth Way car park must display an official permit. These permits are issued by JBOS. The nursery holds a limited number of parking permits for staff use which are shared. Staff who are in possession of a permit should not use the nursery's designated spaces but should park in a regular car park space. The Nursery Management reserve the right to withdraw shared staff car parking permits at any time.

All vehicles are parked at the owner's risk. Any change in vehicle or additional vehicles must be reported to JBOS.

JBOS support staff will undertake regular car park checks. Any irregularity will be dealt with in accordance with the site Car Parking Policy (available on request from JBOS).

## **10. CCTV**

A CCTV system is in operation across the Polaris House site and provides a high level of security by identifying potential sources of problems and to provide clear and coherent information for subsequent investigation if necessary.

The cameras will be viewed on a regular basis and, on the report of suspicious activity, constant surveillance will be maintained. Information requested for any prosecution will be made available to the appropriate authorities. The procedure for viewing images on site will be carried out in accordance with the requirements of the Data Protection Act 2018.

North Star Nursery and Holiday Club have their own CCTV system in place which is used when lighting conditions make it difficult to see who is at the door. The Nursery's CCTV covers all external areas of the building including the rear of the building. The procedure for viewing images on site will be carried out in accordance with the requirements of the Data Protection Act 2018. For details about how images from the Nursery's CCTV are stored please see the Nursery's Data Protection Policy.

## **11. Security Alarms**

The Nursery is fitted with two yellow panic alarms, one in the office and one at the front door. When activated a light and buzzer sounds in the JBOS Admin Office. JBOS staff will then investigate the problem and if necessary call for further assistance.

## **12. Manned Security – Weekdays**

The main Polaris House site will be manned from 0600 until 2100; however access to staff will be available between 0700 and 2000. Doors in the main Polaris House building will be locked, windows checked and closed and the building perimeter patrolled before the security staff leave site. In silent hours, the building is secure. A contractor is on call in case of emergencies, and if necessary, the contractor will call out a JBOS member of staff. The exterior of the building is lit to a level to allow staff to feel safe when it is dark and provide adequate lighting for CCTV.

## **13. Emergency Telephone Calls**

In the event of an emergency where the emergency services are required, Nursery Staff should dial (9)999.

In the event of an emergency or security situation JBOS must be contacted on the emergency number – Extension 2222. JBOS staff are trained to follow guidance to ensure building security and on receipt of a suspicious phone call, they will contact the Security Manager, Head of JBOS, who will initiate the procedure for dealing with these events. Further details are contained in Annex B of the Polaris House Security Policy.

## **14. Postal Operations**

The post room staff will be on the alert for suspicious letters and packages, etc. and will be trained in procedures. (See Annex C of the Polaris House Security Policy). If staff receive a suspect package they should contact the JBOS Office immediately.

Suspicious post will be checked on the x-ray viewer situated in the post room.

## **15. Data Protection and E-Security**

This policy should be read in conjunction with the Nursery's Data Protection Policies and our Technology Policy. North Star Nursery is fully compliant with the General Data Protection Regulations and the Data Protection Act 2018 and has systems in place to ensure both written and electronic data is stored securely.

Our internal computer network system is provided and supported by Sound Networks. Any security issues with the office computers should be reported to the Nursery Manager or a member of the senior team and to Sound Networks Helpdesk on 01225 701650 (with permission of the Nursery Manager/senior team).

All electronic data is held securely on Sharepoint and is protected by password.

## **16. Personal Security**

Staff are responsible for their own personal belongings and should ensure that items such as wallets, purses, briefcases and portable and attractive items (laptops, PDA's, mobile phones etc) are locked securely away when not in use. The Nursery Manager should be notified if any member of staff does not have secure/lockable drawer/cupboard where they can place their personal belongings and will arrange for this to be remedied.

Staff should also ensure that valuables left in vehicles (laptops, sat-navs etc) are to be locked out of sight.

Unidentified items should not be left unattended as these can give rise to suspicion.

Individuals are encouraged to be alert and always report any incident to JBOS. If staff are involved with a situation around the site where they feel threatened by others, they should avoid confrontation and withdraw. All suspicious incidents should be immediately reported to JBOS.

For nursery staff specifically, if you are using a parking permit and are unable to park your car near to the nursery when reporting for work and are due to end your shift after dark, you may be allowed to bring your car down to the nursery car park after it has cleared at a convenient time agreed with the senior staff member on duty and as staff to children ratios allow.

## **17. Bomb threats**

Actions for receiving telephone calls and handling suspicious packages are detailed in Annexes B & C of the Polaris House Security Policy.

Any member of staff who is suspicious of an object on site should leave the object where it is and notify the JBOS team via the emergency number, 2222 immediately. The Head of JBOS will take charge of the situation and call the Police if it is deemed necessary.

The Police will normally take charge of the incident on arrival at site.

Should it be necessary to totally evacuate the site, two new bomb assembly points have been established:

1. The rear of North Star House (car park)
2. The main front car park of North Star College.

Staff should make their way to the bomb assembly points via the main or north gate. Both these sites provide shelter from possible flying glass/debris. Staff will be advised of the bomb assembly point by tannoy, megaphone or word of mouth.

Nursery children and staff will be escorted by JBOS or an Incident Control Officer to the designated assembly point. A decision will be made regarding proceeding to the Oasis as a point of safety that offers drinking water, toilets and a secure place to play.

### **18. Nursery Staff Working Outside Core Hours**

Should it be necessary for staff to be present at the Nursery outside of core business hours, e.g. for team meetings, staff training on a weekend, etc., JBOS should be informed that the Nursery building will be open and that staff will be on site. This can be done by way of email from the Nursery office.

#### **References:**

- 1. JBOS Polaris House Security Policy July 2020**

This policy links to:	Lockdown Procedures Evacuation Procedures Emergency Procedures Accessibility Plan and Table Health and Safety Policy Risk Assessment Policy Fire Evacuation Procedure Lost Child Policy Technology Policy Privacy Notice – Clients Privacy Notice - Staff Special Educational Needs and Disabilities Policy Confidentiality Policy Safeguarding Children and Child Protection Policy Staff Induction, Training and Development Policy Staff Handbook Code of Conduct
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<b>Policy Review History</b>	
Written July 2014	v.1
August 2015	v.2
October 2016	v.3
October 2017	v.4
October 2018	v.5
January 2020	v.6
February 2021	v.7

**This policy will be reviewed in February 2022 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.**

**Signed .....** **Dated .....**

**Print .....** **Nursery Manager**

**Signed .....** **Dated .....**

**Print .....** **Reviewing Committee Member**