

Preschool Security and CCTV

Policy Statement of Intent

It is the policy of High Kirk Community Preschool to provide children with a safe environment for growth, development and learning.

Principles and Rationale

High Kirk Community Preschool recognises the importance and the responsibility of caring for and educating children. It is therefore important that children in our care are in an environment that also promotes their wellbeing and safety. To provide an environment that reduces unnecessary risk and danger to children attending it is important for practices and procedures to be implemented to safeguard the areas used by the children.

CCTV Procedure

High Kirk Presbyterian Church uses closed circuit television (CCTV) for the prevention or detection of crime or disorder, and to monitor the church buildings in order to provide a safe and secure environment for church members, staff, visitors and to prevent the loss or damage to church property. **CCTV also enables High Kirk Preschool to ensure the safety of the children attending the Preschool.**

Entrance into High Kirk Preschool is by the car park entrance and this door is monitored by CCTV and directly fed into a screen in the Church Office. There is also a buzzer and intercom manned during Preschool hours via the staff in the Church Office. Only cameras in public areas are recorded – **no recordings are made of Preschool activities within the Preschool room.** The CCTV system complies with the appropriate guidelines from the Information Commissioner's Office, and with the Data Protection Act. A copy of the CCTV policy and further information may be obtained by making a written request to the church office.

Morning Routine

- Before the Preschool session begins the Preschool Leader, Mrs Jessica Balmer, or in her absence the deputy Leader, will lock the door from the toilet area into the entrance hall. This is to ensure the toilets are only for the use of the children in the Preschool during the Preschool session.
- A member of the Preschool will meet and greet parents/carers and children in the morning at 9.10 in the entrance foyer.

- The Preschool Leader, Mrs Jessica Balmer, or in her absence the deputy Leader, will mark the attendance register when all the children have entered the main playroom and the doors to the main playroom have been closed.
- Entrance to the Preschool area is secured by a timer and the door to the Preschool is locked from 9.15 until 12.00.
- Entrance during Preschool session is by authorisation of the church secretary or in her absence a member of staff from the Preschool.

Outdoor Play Area

High Kirk Preschool value the gated/fenced outdoor play area in providing the children with the opportunity to participate in an array of activities. As an extension to this play area and to provide the children with more freedom to explore and participate in physical play part of the car park has a bicycle trail and number snake. In order to cordon off this area from car usage large barriers are placed prior to the children entering the area.

Home Time Routine

- At collection time a member of staff will open the door to admit parents/carers into the Preschool cloakroom.
- The children will be handed over to a named person on their registration form.
or
- If a parent/carer has informed the Preschool Leader, or in her absence the deputy Leader, of alternative arrangements made for a particular day then these alternative arrangements will be complied with.
- If a child is to be collected during the Preschool session the person collecting the child will use the buzzer/intercom system. The church secretary will phone or come to the playroom doors to inform a member of staff that the parent/carer has arrived. *(Parents/carers should inform the Preschool leader or in her absence the deputy Leader that they will be collecting their child at an earlier time.)*
- Children will be in the Little Learners Room with 2 members of staff and the child's name will be called when the recognised adult/parent/carer is present.

Security of the Preschool and CCTV policy has been agreed and adopted by the Preschool Committee

Signed _____ Date _____
(Committee Chairperson)