

Part 8 PROTECTION & SAFEGUARDS:**8.1 SECURITY & ALARMS:**

It is essential that we maintain a safe and secure environment both for the children in our care and for our staff who work at the Nursery. We must therefore remain vigilant to all matters relating to security of the Nursery:

- The front door of the Nursery **MUST** be locked every time after somebody enters or leaves the Nursery.
- The Nursery is equipped with an intruder alarm and CCTV cameras monitoring activity around all four sides of the building. The intruder alarm has a 4-digit security code and the first person entering the Nursery in the morning must de-activate the alarm by keying in this 4-digit code onto the keypad situated just inside the front passageway. Similarly, the last person leaving the Nursery in the evening must activate the alarm by keying in the code as before. Any malfunction of the system must be reported immediately to the Nursery Manager.

8.2 RIGHT OF SEARCH:

We reserve the right to carry out random checks and searches on an employee's identity, persons and property (including vehicles) at any time while the employee is on the Nursery premises or on duty. Such checks and / or searches will be performed by persons of the same sex, and the individual would be expected to comply with such a request. However, it should be stressed that these searches are random and being asked to undergo a check / search should not be taken as an automatic assumption of suspicion against the individual concerned.

Whilst you have the right to refuse to be searched, refusal by you to agree to being searched will constitute a breach of contract which could result in your dismissal.

8.3 CONFIDENTIALITY & DATA PROTECTION:

- We have strict rules governing the handling of confidential information within the Nursery, and you are referred to the Confidentiality Policy (see Policy Manual). This addresses confidentiality of client's information and our employees' personal information and strictly specifies the conditions under which confidential information may, or may not, be disclosed. In particular this will relate to the following:
 - Information acquired by you during or in the course of your employment or has otherwise been acquired by you in confidence.
 - Information relating particularly to our business, or that of other persons or bodies with whom we have dealings of any sort.
 - Information that has not been made public, or with our authority.