



## Key Pad

There is a key pad lock installed on our main door to ensure children are kept safe whilst playing inside the setting and to keep our premises secure. The main door will only open from the outside if the correct access code is entered.

- The key pad access code is devised by the Manager and given to:
  - Parents of children registered at the setting
  - All staff
  - Cleaner
  - Chair of the Management Committee.
- The key pad access code will be changed as necessary to ensure the continued security of the code, minimum annually.
- Parents will be informed if there is a new access code.
- All those given the access code are advised that it is confidential and not to be shared. Parents are asked not to inform their child, or siblings, of the access code.
- Parents are asked not to open the main door for others.
- Parents are asked not to allow children to push the green button inside the setting to open the door and there is a sign "Green button for adults' use only".