Policy Document:

Electronic Door Access Control and System.

Policy statement

The need to maintain a safe environment for the protection of the personal safety of both children, visitors and staff within the Centre is of the utmost importance to The Meadows Day Care Centre (The Centre).

The Centre recognises its responsibilities and duty of care in ensuring that the Centre is a safe and secure environment for the delivery of childcare and acknowledges the need to enable the means to be available in providing both safety to the public and the need for protection from the public. In order to achieve this there is a need to control the access and egress of the Centre.

An access control system is an electronic system whereby doors are permanently in the closed/locked position and access can only be gained via the use of a pre-programmed key-fob/ Identification (ID) card (for staff, committee, volunteers) or single use manual override which can be operated from within the Centre or via remote access through the internet.

This procedure confirms that the Management Committee Chairman and Centre Manager are responsible for access control within the Centre and they decide which of the staff/committee/volunteers have access key-fobs/programmed ID cards.

It is important to recognise that there is a difference between 'electronic door access controls' and door security. This policy is not a security policy.

Door security will usually require a number of other measures such as key operated door security (lock), code operated door security (digital code lock), and security alarm systems.

Control access systems are referred to in the Security Policy.

Purpose.
  a) Improve safety and security of the Centre - visitors cannot access the Centre at will.
  b) The control and protection of the Centre property and assets.
  c) General child, staff, and visitor safety.

Duties and Responsibilities.

The Management Committee, Centre Manager, and other Managers have responsibility for:
  • The safety of children, staff, volunteers & visitors.
  • The Centre Manager is responsible for retrieving access key-fobs and ID cards from staff, committee, volunteers who are leaving the Centre.
  • Informing the administrator of the access control system of any changes relating to each access key-fob/ID card, i.e., lost, damaged, stolen or reprogramming requirements such as when a key-fob/ID card holder leaves and key-fobs/ID cards need decommissioning.

Access Control system Administrator has responsibility for:
  • Keeping up-to-date electronic and paper register of Key-fob/ID card holders.
  • The programming of access key-fobs and ID cards.

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- Ensuring that all access key-fobs are allocated and ID cards programmed into the system according to the instructions of the Centre Manager and Management Committee Chairman.
- Ensure that the individual access key-fob/ID card holder signs the appropriate form and receives a copy of the associated rules and regulations (Appendix 2).
- Ensure that only authorised staff/committee members have access to the system.
- Reporting faults within the system.
- Ensuring the system is operated in accordance with the Data Protection Act.

Procedure.

The Management Committee Chairman or Centre Manager allocates each member of staff/ committee/volunteer under their control individual access rights and informs the Administrator of such authorisation via a completed and signed form for individual members of staff/committee/volunteers (see Appendix 1)

To have their key-fob/ID card programmed into the system the staff member/committee member/volunteer should meet with the Administrator when the key-fob/ID card is ready to be activated.

Administration Arrangements:

The access control system is to be locally controlled for access and egress and administered within the Centre.

Where new members of staff/ committee/volunteers require an access key-fob or their ID card programming into the system, the Management Committee Chairman or Centre Manager will complete an issue request form, set-out in Appendix 1 (attached), which will authorise the issue of (programming into the system of) an access key-fob/ID card to a nominated member of staff/committee/volunteer.

The conditions of issue and use are explained to the recipient.

Appendix 2 (attached) outlines the conditions of issue of a key-fob to staff/committee/volunteers by the Administrator. This document is an access control system agreement of 'use' signed by a member of staff/committee/volunteer.

Definitions.

Access control system - Access control system is an integrated solution that consists of hardware and software designed to control entry into selected areas and manage movement of people within. The system is designed to increase security by defining access permissions for each user.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:...........................- 23 June 2014

        Signed:... SK & JRS

This policy was reviewed/amended in:..........- June 2015

        Signed:...JRS

This policy was reviewed/amended in:..........- July 2016

        Signed:...JRS

This policy was reviewed/amended in:..........- September 2017

        Signed:...JRS

This policy was reviewed/amended in:..........- September 2020

        Signed:...JRS

This policy was reviewed/amended in:..........- September 2021

        Signed:..SK

This policy was reviewed/amended in:..........- August 2023

        Signed:...JRS

This policy was reviewed/amended in:..........-

        Signed:..

This policy was reviewed/amended in:..........-

        Signed:..

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Staff confirmation sheet – Staff members need to sign once the policy has been read.

Date:	Print Name:	Signature:

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