

# **Nursery Security Policy**

This policy will outline how we allow access to the nursery whilst keeping the nursery secure.

## **Front door, gates and buzzer system**

- No students' volunteers' parents or new staff should ever let people into the nursery
- Only staff who know/ are able to recognise parents or carers are allowed to open the front gate using the video intercom system
- If there is a person at the front gate who is not known:
  1. They should be politely asked why they want to come into the nursery
  2. If they are not expected or do not have a booked visit, they must be met at the second gate and their identification confirmed.
  3. If you feel unsure about the identity or reason for a person wanting access to the nursery **DO NOT LET THEM IN AND SEEK SUPPORT FROM THE MANAGER**
- Visitors to the nursery must sign into the visitor's books and be accompanied at all times

## **Access points between the nursery and the church**

The internal doors between the nursery and the church **MUST** remain bolted or locked at ALL times that the nursery is operational

These are the access points between the nursery space and the church:

### ***Small hall***

- door from hall to vestry

### ***Large hall***

- door from hall to crypt/toy store/family centre
- double door from hall to family centre (Yale lock)

### ***Main garden***

- door to family centre
- gate to the car park

### ***Side garden***

- gate to side access

All of these doors and gates MUST be bolted (or locked) from the inside at all times the nursery is operational. They may only be used if directions are given by a Fire Marshall or the manager in a fire drill or emergency.

The vestry is occasionally used to hold meetings with parents. When it is being used for this purpose, the door inside the vestry (between the vestry and the church) MUST be locked to maintain security. At the end of the meeting, this door must be unbolted and the door between the vestry and the small hall must be re-bolted.