

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/can recognise parents or carers are allowed to open the front gate using the video intercom system
- People unknown to the nursery without pre-booked appointments will never be invited in. Explain this policy in a polite and friendly way, and ask them to email or phone the nursery.
- If there is an unexpected or unknown visitor to the nursery do not buzz them in. A senior leader will go out to the street gate to greet them (see the Intruder policy)
- Visitors to the nursery must sign into the visitor's books wear a sticker and be accompanied at all times

Access points between the nursery and the church

At ALL times while there are children in the nursery the internal doors between the nursery and the church MUST remain electronically locked or manually bolted.

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

Small hall

- door from hall to vestry (Manual bolt)

Small hall Garden-

- *double gate to the front of the church (electronic lock)*

Large hall

- door from hall to crypt/toy store/family centre (Manual Bolt)
- double door from hall to family centre (Electronic lock)

Main garden

- door to family centre (Manual Bolt)
- double gate to the car park (Electronic Lock)

Side garden

- gate to side access (Manual Bolt)

All of these doors and gates MUST be bolted (or locked) from the inside at all times the nursery is operational.