

2.1.1 Introduction

The purpose of this policy is to ensure that only authorised persons have access to the Nursery whilst in operation in order to protect the safety of children and employees.

At all times, children's safety must not be compromised. The points below aim to set out our requirements in terms of minimum standards however, it is expected that we strive for more than simple compliance within these areas.

Should any of the below fail, the nursery manager must be made aware and appropriate action must be taken to ensure the continual safety of the children.

2.1.2 Responsibilities

- The Nursery Manager has a responsibility to ensure that an appropriate security system is in place.
- All Employees have a responsibility to ensure that the security system is operational and is used at all times
- All Employees have a responsibility to ensure that they are vigilant at all times and ensuring that access is only granted to authorised persons.
- Internal Childbase visitors have a duty to carry their Childbase ID Card.
- Completing the Opening and Closing Checklist (HS21) at the start and finish of everyday.

2.1.3 Minimum Standards

The below are our baseline standards expected at each nursery.

- Hot water will be delivered to children's sinks at an appropriate temperature between 41-43°C.
- The design of the nursery will eliminate, as necessary and where possible, hazards and risks for example, using rounded stair edges.
- Windows will be suitably restricted with regard to opening to reduce the risk of children falling out, children or adults hitting their heads on the open window or people being able to lean in and take a child. Where necessary, a risk assessment should be completed to identify windows requiring restrictors where it is not obvious.
- All cupboards and other accessible areas such as refrigerators that have appropriate locks or restrictors fitted if in an area accessible to children, to ensure that children cannot access them must be in working order. If there are no cupboard locks the contents of the cupboard must not contain anything harmful to children.
- When laying out a room for an activity, the nursery team will ensure that hazards and risks are removed as required and the layout is appropriate for the activity. Risk assessment in place if needed.
- We recommend that children do not wear jewellery at nursery, except one pair of stud earrings for pierced ears. Any other jewellery worn is the parent's choice so should be aware that their child will be participating in activities and may cause harm to themselves or others during play.
- Staff rooms, and similar spaces, are not suitable for children in our care.
- All internal doors to nursery rooms or where children pass will have finger guards fitted to both sides.
- Nurseries with large, walk in toy cupboards where children can enter to access resources will also need to have finger guards fitted.
- All external doors will be risk assessed to identify if there is a need for finger guards to be fitted.

2.1.4 Requirements

The following are key requirements that must be followed with regards to Nursery Security.

- The main door and any other entrances to the Nursery are kept locked at all times. If an entrance is required to be kept open (for example during deliveries) this must be closely monitored.

- An entry system is in place whereby parents and carers can gain access via an intercom and a magnetic release. Access must only be granted from Reception.
- A secondary lock will be in place should the magnetic system fail, for example during electrical failure.
- The Reception Area will ideally be manned at all times, however must be manned at key times (e.g. 7am – 9am) to grant access and monitor movements.
- Only authorised people listed on the registration documents will be allowed to collect children from the Nursery.
- Anyone collecting children must be typically over the age of 16. In the instance where the Parent / Parents are under 16 they have legal authority to collect.
- If anyone, other than those collecting children, requires access to the setting, their visit must be pre-arranged with the Manager and they must carry identification highlighting the organisation they represent.
- All members of staff, when answering the door to any visitor, other than those collecting children, must ask for identification and a clear explanation for their visit. The visitor must only be admitted if and when employee is satisfied with the information provided.
- All visitors will be asked to sign in and out. Visitors must be escorted off the premises by a member of staff
- Any person found on the premises without authorisation must be approached and asked for identification. If they cannot provide satisfactory identification or a reason for being on the premises, they will be politely asked to leave and will be escorted by a member of staff from the premises. If the person refuses to leave when asked, the member of staff must request assistance and the police may be called. Children must be kept away until resolved. The Lockdown policy can be invoked if necessary.
- Any incidences of unauthorised persons being on the premises must be reported to the manager and be recorded in the incident book. Please also inform your RD and H,S&E team.
- Parents must be supervised while viewing CCTV during settling sessions and must not be allowed to record footage on their mobile phones or similar devices so far as is practicable e.g. asking them to leave their mobile phone at Reception.

2.1.5 Minimum Front of House Set up

Each Nursery, so far as is reasonably practicable, will have the following in place:

- Reception Desk
- Access Control System at Reception
- A secondary manual lock on the front door as back up for the magnetic lock
- Posters displaying our policy on tailgating
- Visitor Register Book
- Employee Register Book

2.1.6 Collection of Children

The Safety of the children is of paramount importance.

Therefore Childbase has a strict policy for the collection of children from their nurseries. A copy of this policy forms part of the 'registration information about your child' held in the appendices to this manual and should be given to the Parent before the child commences at nursery.

This policy is as follows:

- Staff will only permit a child to be taken from the nursery by an authorised person as recorded on the child collection authorisation form. This form records signatures and passwords.
- If a parent/guardian is unable to collect their child the authorised person on the form who is collecting will be asked by the manager on duty to sign for the child (in the visitors' book) and give the agreed password. The password will be checked before the child is handed over.
- If the details such as the password do not match up the nursery manager will contact the parents to gain authorisation to release the child.

- On no account will a child be allowed to leave the nursery without this procedure being followed. Even if a child recognises and acknowledges a collecting adult, the procedure must still apply.
- If a child is not collected from the nursery then the nursery manager will use the contact details on the authorisation form to clarify the situation. In extreme circumstances, the only solution may be to contact the local authority social services duty officer.
- Please note this policy must be followed if a staff member is taking a child home from nursery.
- Parents are requested to make those authorised to collect your child aware of these procedures so as to avoid any unnecessary problems arising when your child is collected.
- If a member of staff is asked to take a child home from nursery, the normal child collection policy must be applied.
- Anyone collecting children must be typically over the age of 16. In the instance where the Parent / Parents are under 16 they have legal authority to collect.

2.1.7 Management Team Responsibilities

It is important to remember that prevention is far better than improvements made after an accident has occurred. The management team are expected to attend to all matters of defect highlighted by the safety checks, be that daily, monthly or quarterly.

Authority to complete remedial repair/improvements involving cost above the nursery manager's authority limit should pass to the relevant area manager or regional director dependant on value.

2.1.8 HS21 Opening and Closing Checklist

The Opening and Closing Checklist is to be completed at the start and end of every day, prior to the arrival and following the exit of all children to/from the building. It is to be completed by management only, this is to be team leader or above.

- Opening
 - Internal – visual checks of the spaces as listed to ensure they are safe for operations that day; including age and stage appropriate resources as applicable. Any issues noted are removed from use or made safe as appropriate.
 - External – robust visual checks and physical checks where required to ensure the external spaces are safe for operations that day. Where issues are noted, the area is to be made safe or removed from use until this can be rectified.
- Closing
 - Areas specified are to be closed and left in a safe condition for use the following day.
- Facilities Check
 - To be completed weekly.
- UV Checks
 - To be completed daily during the spring and summer months, or where it is noted to be particularly high. This information is to be cascaded to staff to facilitate the application of sun cream. Please refer to HS14.
- Actions
 - Any actions noted during opening and/ or closing are to be logged in the actions section, this can include where short term bespoke actions are required e.g., following short term solutions prior to issues being rectified by maintenance.

Management signature is to be completed at the end of the week or start of the following week, with any gaps or actions raised to relevant parties.

2.1.9 Nursery Safety Checklist (HS23)

This form is to be completed quarterly and is focused on the general wear and tear on the building itself including the walls, doors, windows and similar areas. Areas will degrade over time and this form can be used to monitor where investment is required to maintain our high standards.



2.1.10 Health, Safety & Environment Officers Monthly Checklist (HS22)

This form is focused on the documentation that is completed routinely and provides a guideline for what should be completed. The form should be completed by the health, safety & environment officer and old copies are to be kept in the "B" file for a rolling 3 months.

Document Control and Related Documents

Title	2.1 Nursery Security
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