



Glenwood Family Centre

Nursery security

Drop off and collection

To ensure that our children are looked after in a safe and secure environment, a member of staff will be on cloakroom duty or in the main office at peak times to welcome children at the start of each session, and to ensure safety when children are leaving. Children and their parents/carers enter through the left hand main doors (nearest the reception area) and leave through the right hand main doors. Glenwood Family Centre has automatic main doors which are kept locked and require a pass card or a member of staff to open these and there is an intercom entry system at the main doors. Outwith peak times, parents/carers should use the intercom to indicate who they are dropping off or collecting.

Internally there are automated internal security/fire doors into the playrooms from the cloakroom area, which are opened with a card pass, ensuring the playrooms are secure. At drop off times, parents/carers support the children in the cloakroom to get ready and will either be met there by a member of staff who will take the children into the playrooms or they can ring the doorbell and a member of staff will welcome them into the playrooms. Children enter and leave through the door into playroom one. All children are signed in by a member of staff, with staff recording the time of arrival and who brought them.

If a parent requires to stay to settle a child, they are welcome to accompany their child into the playrooms or outdoor areas. A member of staff will be present in the area at all times. During this time, the safety of the child is the nursery's responsibility and staff will work with the family to ensure the child is safely accessing the centre. To ensure the privacy, dignity and safety of all children, parents/ carers are not permitted into communal toilet areas.

At the end of the session, parents/carers wait in the cloakroom area for the children to be brought out by a member of staff. The children are brought to the cloakroom 15 minutes before the end of their session to get ready to go home. Once collected, a member of staff will sign out the child by recording on the register who collected the child and the time.

If the parent comes to collect more than 15 minutes before the end of their child's session they should state their child's name and group to the office staff using the intercom and a member of staff will bring their child out of the playroom to the cloakroom.

Absences

The business support assistant will list who is absent and telephone parents if we have not been informed of their absence.

Outdoor learning

Children can freely choose to access the outdoors areas during their session under the supervision of designated staff. There are fire doors in all the play areas, which allow free flow access to the outdoors.

Staff should ensure outside gates are securely closed prior to using outdoor areas. The areas should be regularly checked for gaps or damage to fences and this must be reported immediately to the janitor/ HT for action. While loose part play is actively encouraged, all staff should be aware of the increased risk of children leaving the secure area when they are using equipment and resources near fences. Children are not permitted outdoors unaccompanied by an adult. Staff should be particularly vigilant prior to going indoors to ensure all children have re-entered the building. Due to staffing numbers and routines of the day, there may be times when children cannot access outdoors and it should be made clear to the children when the outdoors areas are closed.

Out and About

We make regular use of the local community to enhance our learning including regular visits to Eastwood Park. Staff ensure the safety of all children by following risk assessments including maintaining the ratios identified on the risk assessment. For Woodland Adventures and community learning, children wear brightly coloured safety vests. Only in exceptional circumstances will we allow parents to collect their child before we have returned from our outing.

Staff update the registers to indicate which children are leaving the nursery for an outing such as the woods (W). Staff take a security photo of the group to identify children's clothing in case of emergency and a register is completed and carried. Regular and frequent head counts are undertaken by staff and staff are vigilant of members of the public in the surroundings. A mobile phone is carried by group leader, (number left with centre staff).

Missing Child

In the event of a missing child, please refer to the Missing Child Policy.

Authorised adult

Parents/carers are asked to complete a collection sheet for their child on the enrolment form indicating who will collect their child from nursery. Only people named on the form may collect a child. Parents should ensure that the staff are informed if there is someone we may be less familiar with collecting the child and they must ensure their name has been added to the collection form. Staff will telephone the parent/carer if there is any doubt about who is collecting the child. Children must be dropped off and collected by someone over the age of 16.

Visitors

All visitors, including contractors to the nursery are required to make themselves known using the intercom prior to entry. All visitors and contractors must sign in and out at the office. Where required, visitors or contractors may be required to show identification. Visitors will be given a badge to identify them, and where appropriate, a door pass. All visitor badges and passes are signed in and out. All staff and students must wear identity badges at all times. All users should ensure that doors have properly closed when they leave and they should not allow access to the building to anyone else. Children must not use the exit buttons.