



Saint Brendan's Nursery Class



Safety & Security (1)

"Children and young people have access to accommodation which is secure and suitable to meet the needs of all users. Arrangements are in place to make sure the safety and security of young people, inside and outside."

To ensure the safety and security of children, staff, parents/carers and all nursery users, the following procedures must be adhered to:

IDENTIFICATION BADGES

- All members of staff and students must always wear an identification badge

VISITORS

- All visitors to the nursery must report to the main office to be welcomed, sign our visitor's book and be given a visitor's badge.

SECURE DOOR ENTRY SYSTEM

- The door entry system is supervised when un-locked. It is operated by a member of staff. Staff must at no time allow access to unknown or unidentified persons. If you are concerned, please alert the management team immediately.

OUTINGS CONSENT FORMS

- Consent forms must be completed at enrolment for all outings out with the local area. This **MUST** be signed by a manager.

PLAYROOMS

1. Children will be welcomed at the beginning of the day and signed in by a member of staff who is supervising the door at start of the day.
2. To ensure all children leave safely and with an authorised adult, they will be signed out at the end of the session within the playroom. A member of staff is supervising the door at the end of session.
3. An open-door policy is implemented for outdoor play; staff will monitor children exiting and entering the nursery to ensure safety and security.

4. When children are not accessing outdoors, the playroom doors will be closed, and the security system will be activated.

Reviewed: October 2023

Reviewed: October 2024

Reviewed: October 2025

Review by: October 2026