

PREMISES AND SECURITY

SECURITY

People arriving at the nursery must ring the security bell on main gate. A member of staff will then identify them from the video screen in the entrance and allow them access to the garden. If the person is unknown to the practitioner then ID will be asked for and a password.

REGISTERS

The register is kept in the entrance area for school children and all children who access downstairs. Upstairs have their own register for both staff and children. If a child is visiting a different area of nursery than usual then a note of this is recorded on the register. The time of arrival and time of departure is recorded against the name of each child. If someone other than the usual parent/carer is going to collect the child then this too is noted on the register. A note is also made on the register of any incidents e.g. accidents, which parents need alerting to when they collect their child. This ensures that all vital information is passed on to parents.

The names, arrival and departure times and area of work for all staff, including volunteers and students are also recorded on the register.

ARRIVAL PROCEDURE

When parents arrive with their child they will be let into nursery. The member of staff who let them in will note the time of arrival of the child on the register. Parents will inform the member of staff if anyone other than the usual person will be collecting the child or if they are to be collected at a different time from usual and a note written on the register. If a parent wishes to stay for any length of time on the premises e.g. if visiting with a child, discussing something in depth with staff, then they will be entered into the visitors book. Otherwise the member of staff who let them onto the premises will accompany them to the door and let them out, relocking the door. This ensures that parents are not on the premises un-recorded.

PROCEDURE FOR COLLECTING A CHILD

On collection of children, parents will be let into nursery. They will be informed of any incidents that have arisen during the day and asked to sign any necessary records relating to their child. The child is signed out on the register as they are leaving the premises, NOT when the parent arrives.

At general drop off and collecting times (usually 7.30-8.45am and 5.00-6.00pm respectively) a member of staff will monitor the door continuously.

On first registering a child at Childs Play Day Nursery parents will introduce and name all adults who are responsible for collecting the child, including the usual person who will collect them. This information is recorded on the CONTACT form. Children will not be released into the care of anyone other than the people who are responsible for collecting the child as recorded on the CONTACT form. It is the parents responsibility to notify us of any changes to these people. Parents also provide us with a password on induction which is used if anyone other than the usual person is picking up their child.

VISITORS

All visitors must be recorded in the visitor book that is kept with the register at the entrance to nursery. Their name, time of arrival, the purpose of the visit, area to be visited and their departure time will all be recorded.

Unknown visitors will not be admitted to the nursery unless a prior appointment has been made e.g. prospective parents. On arrival they will be asked to provide evidence of identity.

Visitors will not be allowed onto the premises unless we are confident of their identity and purpose. Visitors will not be left in any area of the nursery unaccompanied by a member of staff.