



Tilbury Nursery,  
Potters Bar United Reformed Church,  
Darkes Lane, Potters Bar,  
Hertfordshire EN6 1BZ.

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## **MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES**

### **Policy statement**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### **Procedures**

#### **Children's personal safety**

- We ensure that all staff, volunteers who work with our children and regular visitors to our premises have an enhanced disclosure from the Disclosure and Barring Service [D.B.S]
- All student placements under 17 years of age have submitted a written character reference from their school/unit prior to being accepted into our Nursery.
- The correct adult/child ratios are adhered to at all times.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out daily, weekly, half termly and annual risk assessments to ensure that children are not made vulnerable within any part of our premises, nor by any of our activities.

#### **Security**

- Systems are in place [including a daily risk assessment check list which is carried out prior to the Nursery doors being opened at the start of our Nursery session] for the safe arrival and departure of children.
- Our children self- register, by selecting their name from baskets in the foyer and putting them on a chart inside our Nursery, overseen by their parent/carer. As soon as this is complete a head count is made, the number of children on the chart checked against it and a standard register is completed by the allocated key person. Volunteers and visitors in for the session are recorded on a board on the front.

- Information about the number of each age group of children, the total number of children, staff, volunteers and visitors details are recorded on a board at the nursery entrance.
- The arrival and departure times of all our visitors are recorded in a signing in/out form at the nursery entrance.
- All staff phones are locked in a safe in the Nursery Store during the nursery sessions.
- All visitors turn off their phones for the duration of their visit.
- Visitors are shadowed by a member of the nursery staff at all times
- Our staff ensure that they and the children know who is going to collect them at the end of the session. If it is a different adult from the one who has brought them to nursery their details, to include name and all contact information, are recorded on a special form at the entrance to the nursery. We ask to meet or see a photograph of any person due to collect who is unfamiliar to us. If a parent/carer has been delayed unexpectedly, the child will not be released from nursery unless details have been logged or information on the collector has been given **permission** over the phone by the parent.
- **Our systems prevent unauthorised access to the premises**
- **Our systems prevent children leaving the building unnoticed.**
- There is a central locking system on the main door into the Church complex.
- Staff and regular visitors gain access by using an entry code which is changed at regular intervals.
- A member of staff is on the nursery door during drop off and pick up times.
- All entrance/exit doors are secured during the nursery sessions.
- Entry to the nursery area is gained by ringing a bell and waiting for a member of staff to invite visitors in.
- The personal possessions of staff and volunteers are securely stored during sessions.
- **Also, see our Risk Assessment and Safeguarding policies and procedures in the Policy Document file stored in the Nursery cupboard.**

This policy was adopted at a meeting of Tilbury Nursery Management Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the Management Committee \_\_\_\_\_

Name of signatory

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Role of signatory

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