



Version control

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Policy

Otters Nursery Schools maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. We have and implement a procedure for the safe Drop off and Collection of Children. We recognise that extra care must be taken to ensure the safety & security of all children at specific busy Peak Drop off & Collection Times and this is reflected in our procedure.

Procedure -

Please refer to the Security Gate / Door Plan at the bottom of the procedure

Please note this procedure does NOT supersede any other procedure.

***Authorised persons are those identified on the Parenta system.**

***Locked doors & gates have locks**

***Secured doors & gates have bolts and/or child safe locks or catches.**

All members of staff must follow the procedure at all times :

- The main point of entry for *authorised persons is : through the parents entrance Gate 1 , the Main External Security Gate (2), the Secondary External Gate (3) and the Main Internal Security Door (4) .
- Parents Entrance Gate 1 is *secured and shut at all times.
- The **Main External Security Gate (2)** has **security coded entry** for *authorised entry only. **It remains shut *secured and *locked at all times.**
- The **Secondary External Security Gate (3)** is shut and *locked at all non peak times and at all times when the children are using the outside areas. A coded padlock is used to lock the gate. When locked staff monitor & supervise authorised persons to drop or collect a child - see below.
- The **Main Internal Security Door (4)** is ***secured and *locked** . When locked staff monitor & supervise authorised persons to drop or collect a child - see below.
- All perimeter gates & doors remain shut & *locked at all times.
- Internal door gates & security doors of the Nursery remain shut and *secured **at all times.**

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- The times of the children's arrivals and departures are recorded in the Attendance Registers and known by the key person
- **Peak Drop off and Collection Times** : are between the times of 8am to 9am, 12.45 pm to 1.15 pm 2.45 pm to 3.15pm, 5pm to 6pm.
- The Manager will monitor staff working hours to ensure that additional staff cover is available at peak drop off & collection times.
- The Manager will ensure that staff are trained in appropriate activities and the organization and supervision of children at the peak drop off and collection times.
- **Non Peak Drop off and Collection Times** We encourage all our parents to collect & drop off at the beginning and end of a session at Peak Drop off and Collection Times . However, this is not always possible and parents/carers are welcome to drop off or collect at any time during the day .

The Secondary External Security Gate(3) is locked or the Main Internal Security Door is locked :

- **At Peak Drop off and Collection Times** : The Manager or a Senior member of Staff he/she has designated must monitor and supervise the Secondary External Gate (3) or Main Internal Security Door (4) to be opened to only allow *authorized entry for parents to drop and collect and to ensure only collected children exit the building or premises.
- **At Non Peak Drop off and Collection Times** : The gate / door bell is rung. The bell sounds inside the main Nursery Building. The Manager or a Senior member of Staff he/she has designated will be dispatched to the gate or door and must monitor and supervise the Secondary External Gate (3) or Main Internal Security Door (4) to be opened to only allow *authorized entry for parents to drop and collect and to ensure only collected children exit the building or premises.
- At this time authorised persons allowed entry must be supervised & escorted at all times when children are present.
- Parents may remain in the Parents reception area, with the internal security doors (5 & 6) *locked. Unit staff will be notified and receive or hand over the child at the Internal Security Door (5), in the parent reception area.

Parent / Carer Procedure

All parents/carers and persons *authorized to drop and collect a child at the Nursery must follow all the procedure at all times :

Please refer to the Security Gate / Door Plan at the bottom of the procedure

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- Drop off and collect children at the designated time according to the Parent/ Nursery Contract as recorded in your Child`s Personal Detail File.
- Keep the nursery fully informed as to persons *authorized to collect your child.
- Keep the Nursery fully informed as to any changes in your Child`s Personal Detail File.
- Keep the Nursery fully informed as to any changes planned or unplanned in the collection of your child.
- Ensure the security entry code for the Main External Security Gate (2) at the nursery remain confidential and will be issued to up to 3 named *authorized persons, recorded on your child's personal detail file.
- Any perimeter gates including the Main External Security Gate (2) of the Nursery remain shut , *secured and *locked **at all times**. Security entry code pads fitted are used **at all times**.
- Secondary External Security Gate (3) of the Nursery remains shut and *secured **at all times and *locked whilst children are using the outside areas**.
- Main Internal Security Door (4) of the Nursery remains shut and *locked .

- Parents/carers, and persons *authorized to collect/drop a child must enter and leave the premises via the designated fenced pathway by the Parents Gate 1 Main External Security Gate (2), using the security coded entry pad, Secondary External Security Gate (3) .
- Parents/carers, and persons *authorized to collect/drop a child must use the Main Internal Security Door (4)
- Staff must authorize the Secondary External Gate(3) or Main Internal Security Door (4) to be opened to allow *authorized entry for parents to drop off and collect.
- Parents /carers will only be allowed access into the Nursery during Peak Drop off & Collection times when the Main Internal Security Door (4) or Secondary External Gate (3) is continuously monitored. At all other times Parents/ carers are requested to ring the gate or door bell for entry. At these times all authorised persons will be supervised & escorted and children are welcomed or handed over at the Main Security Door (4).
- All persons entering and exiting the premises must be especially vigilant to ensure that they do not allow any other person to enter or exit the premises, this includes children attending the nursery or un*authorized persons.
- All persons entering and exiting the premises must be especially vigilant to ensure that all doors and gates are *secured and *locked after use.
- **Please note: All parents/carers and persons *authorized to drop off and collect are responsible for the child/children in their care, whilst the parent/carer is present at the Nursery .**
- Please note: The Nursery is responsible for the child/children in their care between the signing in and signing out points .
- Please note: All parents/carers and persons *authorized to drop off and collect are responsible for escorting and overseeing your child safely.
- Parents/carers, and persons *authorized to collect/drop a child must take care to ensure that your child is dropped off and collected in a way that is not stressful, upsetting or disturbing for your child or any other child in the Nursery.
- Every child has its own personal named peg, shoe storage and storage box located in the reception area. Children`s personal clothing and items must be stored here. Outdoor clothing, and shoes are removed and stored here before a child enters the nursery.
- Please note: All parents/carers and persons *authorized to drop off and collect are responsible for any personal items brought onto the nursery

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premises. Adult personal medicines are not permitted on the premises. Hazardous and dangerous substances or items are not permitted on the premises.

- Please note : Otters Nursery School operate a strict Medicine Policy and Procedure. ALL medicines on the nursery premises must be prescribed, in an approved child safe container and handed immediately and directly to the Manager (Deputy). It is the responsibility of the Parent /carer to sign the Medicine approval sheet for their child at the relevant Drop off and Collection time. Please refer to the Medicine Policy and Procedure . Please note the Nursery have strict rules apply to holding and administering medicine.
- Please note : Otters Nursery School operate a strict Accident policy and procedure. It is the responsibility of the Parent /carer to sign the Accident Sheet for their child at the relevant Drop off and Collection time. Please refer to Accident Policy and Procedure.
- Please note : Otters Nursery School operate a strict Mobile Phone policy. Mobile Phones are NOT to be used on the nursery premises. Please refer to the Mobile Phone Policy and Procedure.
- Please note : Otters Nursery School operate a strict No Smoking Policy. Smoking is NOT permitted on the Nursery Premises.
- Please note : Otters Nursery School operate a strict No Alcohol Policy. Alcohol is NOT permitted on the Nursery Premises.
- Particular care must be taken in the car park and near roads.
- All persons driving ,entering and exiting the premises must be especially careful and vigilant. Vehicles must be driven with extreme caution below 5mph and only parked in the designated areas, **reversing into car park spaces**.

Security Gate / Door Plan

