St. Joseph's R.C. Primary School and Nursery

Nursery Entry, Exit and security policy

September 2026

Review: September 2027

POLICY REVIEW

This policy will be reviewed in full by the Governing Body on a yearly basis.

The policy was last reviewed and agreed by the Governing Body in September 2026

It is due for review in September 2027.

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026
Chair of Governors



1. Purpose

The safety and security of children, staff, parents, carers and visitors is a priority at all times. This policy outlines the procedures for the secure arrival and departure of children and the security arrangements in place throughout the nursery day.

2. Security During Arrival

- The external nursery gate must remain securely closed using the magnetic catch.
- Parents, carers and visitors must use the buzzer on the keypad at the gate to request entry.
- A member of the school office staff will monitor the gate and identify the person requesting access before remotely opening the gate.
- The doors to the nursery buildings will remain locked while parents and carers are waiting outside.
- Parents and carers must wait outside the nursery doors until a member of staff opens the door.
- Children will enter the nursery in a controlled manner, with a member of staff positioned at the doorway to supervise their entry.
- On entering the nursery, children will proceed to the main nursery rooms and complete the self-registration procedure.
- A member of staff will check and record the children present on the nursery register.
- Staff will ensure that the number of children present corresponds with the register and the number displayed on the nursery occupancy board.
- The total number of children in the building will be recorded on the self-registration/occupancy board once all children have been registered and counted.

3. Security During the Nursery Day

- Once all children have arrived and been accounted for, the nursery gate and school gate will be closed and secured using the magnetic latch.
- All external doors will remain locked during the nursery day.
- Parents, carers and visitors requiring access to the nursery must use the buzzer at the gate and wait for a member of the office staff to respond.
- Children must not leave the nursery premises unless they are collected by an authorised person or are leaving as part of an agreed nursery activity or procedure.
- When a child leaves the nursery during the day, staff must update the relevant register and occupancy records immediately.
- Staff must ensure that the number of children recorded on the register and occupancy board remains accurate throughout the day.
- Staff should remain vigilant and report any concerns regarding unauthorised access or collection immediately to the Nursery Manager or designated safeguarding lead.

4. Collection and Departure

- Children will only be released to a parent, carer or other person who has been authorised to collect them by the parent/carer.
- Staff should not release a child to an unknown or unauthorised person without confirmation from the parent/carer and/or Nursery Manager.
- If there is any uncertainty regarding the identity or authority of the person collecting a child, the child must remain in the nursery until the situation has been satisfactorily confirmed.
- Staff must ensure that the child's departure is recorded on the appropriate register and that the occupancy numbers are updated.
- Parents and carers should leave the premises promptly after collecting their child to maintain secure access arrangements.

5. Security at the End of the Nursery Day

- The nursery building must be securely locked when staff leave at the end of the working day.
- The Nursery Manager, caretaker and authorised school office staff hold keys to the nursery building.
- Keys must be kept secure and must not be given to unauthorised persons.
- Any lost or missing keys must be reported immediately to the Nursery Manager or school office so that appropriate security measures can be taken.

6. Monitoring and Review

The Nursery Manager is responsible for ensuring that these security procedures are followed consistently. Any breaches or concerns regarding the security of the nursery must be reported promptly and addressed appropriately.

This policy will be reviewed regularly and updated where necessary to reflect changes in nursery procedures, safeguarding requirements or security arrangements.