

St. Joseph's R.C. Primary School



Entry and Exit to the Nursery policy

October 2023

Review: October 2026

POLICY REVIEW

This policy will be reviewed in full by the Governing Body on a 3 yearly basis.

The policy was last reviewed and agreed by the Governing Body in October 2023

It is due for review in October 2026.

Hayley Francis

Date: 20.10.23

Head Teacher



Lindsay Wise
Chair of Governors

Date: 20.10.23



SECURITY DURING ARRIVAL AND DEPARTURE TIMES

- The external gate to the nursery is to remain securely closed, using the magnetic catch. Parents or visitors are to ring the buzzer on the keypad to the gate. A member of the office staff will observe who is at the gate and open the gate remotely from inside the office.
- The doors to the nursery building remain locked whilst parents arrive outside.
- Parents wait outside the nursery door until a member of staff opens the door and the children enter in a controlled fashion whilst a staff member stands by the open door.
- Children are then taken in to the main room in the nursery to self register and a member of staff records the children on nursery in a box and on the register.
- Staff to record on the self registration board the total number of children in building once registered and counted.

SECURITY DURING THE REST OF THE NURSERY DAY

- Once all the children have arrived the Nursery Gate and School Gate are closed and locked with the magnetic latch. All doors are locked.
- Should a child need collecting, parents press the buzzer on the gate and wait for office staff to respond.
- Staff to update the board and registers when children leave during the day.

SECURITY

- Nursery building is locked when staff leave at the end of a working day.
- The manager, caretaker and school office have keys.