



MEYNELL
NURSERY & PRIMARY SCHOOL

Security Procedures

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Committee:	-
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Security Procedures for Meynell Nursery

- All doors into nursery, including 2-3 room, 3-4 room and dining room have key pads fitted, the codes should not be given out to anyone who is not Meynell Primary School staff. Staff to ensure these are in operation at all times when children are present.
- Garden gate to remain locked at all times. Staff have code for fire evacuation procedures.
- Nursery entrance doors to open at 8.20am for 2-3 room and 8.20am for the 3-4 room morning children arrival. Once parents have left, door to be secured.
The afternoon children arrive at 12.30 pm in the 2-3 room and 3-4 room. Entrance door to then be locked when parents have left by door monitor, ensuring key pad is in use.
- Permanent member of staff to monitor entrance door in each base until all children have arrived.
This person must not leave the door unsupervised until all parents have left.
This person must not be a student or supply staff.
- Children self-register in 3-4 room.
In 2-3 room, register is completed on arrival due to low numbers.
The register is completed in the 3-4 room as soon as possible both am and pm.
- At the end of sessions in the 3-4 room, children to be grouped for story in a separate room and member of staff opens the gate and calls the children as they see the parent. Children handed to parents one at a time by a member of permanent staff.
- In the 2-3 room the children will be taken down the corridor and sat outside the nursery office.
Children will be called 1 at a time as the member of staff sees the parent.
- Children to be collected only by named adults on consent forms unless otherwise informed by parent and password given.
- Late arrivals to use the back door of the building and ring the room doorbell, a member of staff will collect the child and take them into the room, the child to be added to the register.
- Please also see risk assessment booklet.