Sheffield Hallam University Collegiate Nursery

Health and safety arrangements

Security

Registration and Collection of Children Procedure

- The nursery staff are responsible maintaining accurate registers.
- On arrival, parents are responsible for the children hanging their coat up and then take their child and greet the staff in the room.
- Registers must be started at 8.00am and must be completed when children arrive with time of arrival.
- On arrival, parents/carers must register the child's attendance by telling a member of staff.
- At the beginning of sessions staff must be aware of children arriving and acknowledge their presence with the child and parent/carer.
- Registers must be checked again throughout the session.
- When a parent collects a child early, the time will be entered into the register by staff in the child's room.
- Parents must close all nursery doors when they go through them.
- Staff must not allow children to be collected by any other adult unless they have been given permission. An authorised collection list is available for each child in the office with a password system in place. If a permission has not been granted, ask the adult to wait in nursery until permission has been obtained, and refer the matter to the duty nursery manager.
- Head count is to be done throughout the session.

Security of Children - Doors/ Gates

- Staff must be aware of adults opening the doors and ensure these are closed at all times.
- Staff should pass on to the team concerns about any child / children they feel may try to get out of the door or gate.
- Staff must report any faults with doors or gates to a member of the nursery management team immediately and ensure the area is secured.
- All gates outside should be checked before taking children outside to ensure these are closed and fastened.

Security of Building

- The front door has a card pass system. All families have 2 cards to gain entry into nursery. Parents must alert a member of the management team if they lose a card so it can be de-activated.
- Staff use their staff cards to gain entry into Collegiate nursery.
- Parents can also gain attention by ringing the bell so someone from the office will let them in.
- Parents are aware of keeping this door closed and not letting anyone in behind them. A sign is displayed to alert parents to tail-gating. Regular e-mails are sent to remind parents of the safeguarding issues with tailgating.
- All visitors and parents are asked to enter the building through the main reception. Visitors need to gain attention by ringing the bell so someone from the office will come to the door to let them in.
- All visitors will be asked to enter their details in a Visitors Book - this will be kept in the reception. All staff will be notified of visitors in nursery.
- All unknown visitors to nursery such as maintenance/deliveries will be asked for identification. If none is available access is refused
- Last staff member to leave ensures that everyone has left the building and a member of the management team lock the building up.
- Staff are to avoid being in the building alone.
- If there are any concerns about the security of the building or individuals within the building; the security team can be contacted on 888 if an emergency or 2000 for non-emergency.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/7/21	J. Rhodes	July 2022