



34 St Michael's Park
Bristol BS2 8BW
(opposite the University Library)

Tel: 0117 927 6077
Registered with Ofsted

Bristol University Day Nursery

Children's safety and secure premises

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

To ensure the children's individual safety we will:

- Follow our safer recruiting policy and procedures.
- Ensure all employed staff have been checked for suitability by an enhanced disclosure through D.B.S.
- Ensure adults do not normally supervise children on their own.
- Ensure all children are always supervised by adults. There is a named room leader responsible for the children and staff.
- Adhere to correct adult: child ratios.
- Ensure whenever children are on the premises at least two adults are present with them.
- Ensure there are at least 2 Senior members of staff on the premises during operation hours. This is except for in extreme circumstances when the attendance numbers fall below 25%, in which case only 1 member of Senior staff will need to be present.
- Carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Ensure staff cannot access personal belongings when in direct contact with children. Personal belongings are kept in the staff room and may only be accessed during designated breaks.
- Operate a key person system, which is embedded into our everyday practice.
- Ensure staff help inform the children of how to keep themselves safe during the nursery day and during activities.

To maintain a secure premises, we ensure-

- All entrances and exits to the nursery building and premises are closed and secured when not in use.
- Parents are not authorized to let anyone into the building. Anyone wishing to enter the nursery must press the door buzzer and look into the camera.
- The main entrance and exit doors have notices on them reminding parents not to let in anyone into the building.
- All external gates are closed and secured when not in use.

- All outdoor play areas are surrounded by a secure fence or wall so that children are kept within the nursery premises and intruders are kept out.
- All visitors are met at the door, where ID will be checked, if the visitor is unexpected, details of the visit will be checked with their relevant company.
- All visitors sign the visitor's book to record their name, purpose of their visit and arrival and departure times.
- All visitors will be supervised whilst on the premises.
- Children are handed into the care of a member of the staff team, inside the building.
- A child's presence and time of arrival in nursery is immediately signed into the register.
- The register is updated to show the time when a child leaves the nursery.
- Upon entry to the nursery, parents are asked to complete a form stating who has permission to collect their child from nursery.
- Only those named persons will be able to collect the child with prior verbal consent from the parents. On collection, photographic ID is required. Senior staff will check ID before the child is released.
- For any other collectors, parents must provide written consent for them to collect the child, and photographic ID will be required.
- If a member of staff has any doubt about the identity of a collector, they will be asked to wait outside of the building whilst their identity is established via the parent/carer.
- Internal door handles are at a high level.
- Staff are vigilant in relating to counting children and knowing their whereabouts on all occasions.
- At no time would a child be allowed to leave the premises unsupervised.
- All staff are aware of the arrival and departure procedures for children, visitors, parents and staff, please see our 'Arrival and Departure Policy' for more details.
- At no time will children stay overnight on the premises.

Link to statutory framework 2021	Safeguarding and the welfare requirements, Premises, 3.36, pg 36

Reviewed March 2024