

Entry and Exit to the Nursery Policy



Gateway Federation Lea CE Primary School and Gateway Lodge Nursery

Written by	Executive Head and Nursery Manager
Reviewed	November 2025
Date of next review	November 2027
Approved by	Executive Head and Head of School

Links with other policies

- Safeguarding policy

SECURITY DURING ARRIVAL AND DEPARTURE TIMES

- During arrival and departure times the external gate padlock is removed.
- 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 nursery staff will observe who is at the gate and open the gate remotely from inside the nursery.
- The doors to the nursery building remain locked whilst parents arrive outside.
- Parents ring the doorbell on the door, and are greeted by a member of staff at the door and children then enter in a controlled fashion.
- Children are then taken in to the main room in the nursery and registered/counted.
- Staff to record on the large whiteboard 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 a county padlock
- Should a child need collecting, parents press the buzzer on the gate and wait for staff to respond. Staff will meet parents at the gate and unlock the padlock for entry.
- When a child is collected and then needs to leave the site, the staff walk parent and child to the gate, unlock for exit and then relock the gate with the padlock.
- Staff to update the whiteboard and register when children leave during the day. The in/out sheet will record the time a child has left and number of children.

SECURITY

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

SECURITY REVIEW

- Security measures are constantly monitored and reviewed regularly and advice is taken from All Safety Matters Ltd in respect of Risk Assessments pertaining to the nursery building, when it is both empty and occupied.