



St Helens College



University Centre
St Helens

Nursery Childcare Policy – Maintaining Children’s Safety & Security on the Premises

Relating to: Nursery

Document reference: SHCPolNur14

Document owner: Nursery Manager

Date of approval: 25 January 2025

Date of next review: 25 January 2026

Policy Statement

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

Aims – Children’s Personal Safety

- We ensure that all employed staff have been checked using the DBS system.
- All children are always supervised by adults.
- Whenever children are on the premises, at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of the premises, or activity.
- Children are encouraged to be independent and take risks according to their age and ability. Safety is always paramount.

Aims – Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children’s arrivals and departures are recorded.
- The arrival and departure times of staff, students and visitors are recorded.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children leaving our premises unnoticed.
- Parents are reminded regularly about not giving access to any other person without a member of staff being present.
- Parents are requested not to allow their child to press the green exit button in the reception area; this is to safeguard everybody inside the nursery.
- An emergency lockdown policy is in place

Scope of the Policy

This policy applies to all parents, children, and staff of the Childcare Facility.

Associated Policies

- Safeguarding & Child Protection
- Health & Safety
- Equality & Inclusion
- Managing Children’s Behaviour
- Special Educational Needs
- Communication
- Parental Participation
- Code of Conduct for Parents, Guardians, Visitors & Contractors

- Emergency Lockdown
- Intimate Care
- Admissions & Registration
- Medications & Ill Health
- Record Keeping & Confidentially
- Induction of Staff & Students
- Working in Partnership with Other Agencies
- Transition
- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Supervision
- Staff Behaviour
- Internet Use

Access to the Policy

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

Post-Holder to Contact

Director of Student Services.