

Broomhill Nursery

Door Closure Policy.

Aim

The nursery endeavours to ensure that the children in our care are protected and well cared for at all times. In line with this we require that only people known to the nursery can enter the building.

Objective

Set out clear guidelines for staff, parents and carers regarding entering and exiting the nursery.

Guidelines

- When entering the building please ensure that you ring 0-2 or 2-5 buzzers.
- On entering the building please do not allow anyone else to enter the building with you unless you know who they are. This includes people arriving for visits, deliverymen or the postman.
- If there is someone there that you do not know please direct them to read the sign on the door and explain that you will require to close the door and ask them to ring the buzzer to gain entry to the nursery.
- On exiting the nursery please do not let anyone unknown to you enter as you leave and always ensure that the door has closed properly on your exit.