



General Welfare Requirement: Safeguarding and Promoting Children's Welfare
The provider must take necessary steps to safeguard and promote the welfare of children

Shared Premises Policy

Policy Statement

This policy highlights the procedures and responsibilities Cherry Blossom Nursery and Preschool take to ensure the safety of children and young people, staff and visitors within the premises as the building is shared to accommodate Birkdale Play Centre which is accessed by members of the public.

It is our duty and priority to ensure that procedures are in place that protects children from any harm or risk and that the safety and security of our premises is of the highest possible standard.

This policy is to be read alongside, 'Maintaining children's safety and security on the premises'

Procedures:

- Staff only entrance/exits into the nursery - using visual signs and coded locks to ensure that only authorised persons are accessing the Nursery
- High fences securing the outside area, providing privacy and security as members of the public access the entrance to the Play Centre.
- Member of staff who is in charge of the sessions for the Play Centre, head counts all members of public coming in and out of the Play Centre Entrance, this door is then kept securely shut/locked until the end of the session. The Key is left in the door to in case of a fire or needing to exit the building in case of emergencies.

- Staff/Public and Visitors must adhere to access points and keeping doors closed at all times to prevent any unauthorised persons gaining access to the nursery
- Visitors to the nursery must be supervised by staff member and hold ID badges to identify they are authorised to be within the nursery perimeter.
- A separate entrance for the nursery and play centre is clearly sign posted. Parent/Carers arriving for drop off and collecting will do so from the front door and the back gate. The playcentre entrance is to the side of the building, the only entrance and exit and always supervised at sessions start and finish times when door is unlocked.

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Karen Elliott