



KEEPING YOUR CHILD SAFE

SCHOOL SECURITY/NURSERY PROCEDURES

Either yourself or another responsible adult must bring and collect your child. If another adult is to collect them, please let the staff and your child know beforehand. It is our policy not to hand over your child to anyone under the age of 16.

You should accompany your child into nursery where the Senior Administrator will welcome your child and register them for the session. At this point you hand over the responsibility of your child to the member of staff. Children must not be left in nursery without this handover of responsibility. At the end of the session the parent/carer shall collect the child from the reception area of the nursery. On approach to the main nursery room door a member of staff shall call the appropriate child one-by-one and hand over the responsibility back to the parent/carer.