

## Physical Environment / Security of Premises Policy

Plume Avenue Nursery hire rooms that are part of the United Reformed Church buildings in Plume Avenue, Colchester.

During the hours of hire - from 7.30am until 4.00pm - these rooms are used for the sole purpose of nursery activities.

The main internal doors have a Drop Bar across for the children's safety. This is easily removed for exit.

As the rooms used cover a large and spread out area, the Nursery uses the church 'crèche' room as their administration area. This allows for members of the management team (and other staff if required) to be available for parents / carers / visitors who arrive after session hours have begun.

Access to the nursery is currently via the front side gate. This remains locked throughout the day, access is obtained by ringing the doorbell, telephoning the nursery or pre-arranging a time for arrival. The gate will be unlocked, usually by a member of the management team, although other members of staff are entrusted with the role.

Occasionally the church may require the use of the sanctuary, foyer, lounge or upper rooms. If this occurs the Nursery are informed before the event, to enable both parties to work together, in safety, for all concerned.

There is a good working relationship between the church members and the nursery staff.

In the event of any misuse of the buildings by an outside party, then it is agreed that whichever user is the next in the building they will inform the relevant member of the other group as soon as possible about the occurrences.

Contact information for Church & Nursery as below.

Church members:        Liz Bird                                Email: admin@plumeavenuechurch.org.uk  
                                      Dave Anderson

Nursery proprietor:     Jean Catley                                Tel. 01206 578287

Overall cleaning of the premises is the responsibility of the church through an employed cleaner who will access the building after the nursery sessions.

The nursery is responsible for the areas used by the children and practitioners throughout the day and has its own daily cleaning regime.

Heating levels are maintained through the individual heaters thermostats or by the main settings located on the boilers.

Landline telephones are located in;

- the nursery setting, inside the 'crèche' room - 01206 579458.
- in the church office, to the left of the galley kitchen, at the far end of the corridor, for more private conversations - 01206 564154. (Nursery do not have access to this line)

If parents/carers need to discuss any matters privately with a practitioner/member of the management team, an area within the church can be made available.



Signed : *Steve Catley*

Date : Reviewed June 2024

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Plume Avenue Nursery

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