

Physical Environment / Security of Premises Policy

The Premises used by Plume Avenue Nursery are part of the United Reformed Church buildings.

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

Inside doors have a Drop Bar across for the children's safety. They are easily removed for quick exit.

As the premises used covers a large and spread out area, the Nursery uses 'crèche' area their administration area. This allows for the management practitioner to be available for parents/carers/visitors who arrive after session hours begin.

The main doors to the Church remain locked throughout the day, access is obtained by ringing the bell and the door will be unlocked, generally by a member of the management staff.

Occasionally the church for their own activities requires the church, foyer, or upper rooms. If this occurs the Nursery are informed before the event, to enable both users 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.

Church members:	Jon Potterton (Sec.)	Tel. 01206
	Len Vickerstaff	Tel. 01206 547051
Nursery members:	Jean Catley	Tel. 01206 578287
	Steve Catley	Tel. 01206 571096 (xd)

Overall cleaning of the premises is the responsibility of the church through an employed cleaner Mr J Bugg. He is usually on the premises after the nursery sessions.

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

Heating levels are maintained through the individual heaters thermostats or by the main settings located on the walls in the rooms throughout the building.

Landline telephones are located in

- the nursery setting, inside the 'lounge' room just inside the door on the wall, during open hours an extension will be held in the 'office area' - 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.

If parents/carers need to discuss any matters privately with a practitioner/member of the management team then the lounge area within the church can be made available, this is also located to the left of the galley kitchen area next to the church office.