

Door Management & Security Procedures

Secure Door Access System

The Nest Embassy Gardens operates a secure access control system using key fobs, door buzzers, intercoms, and CCTV monitoring. The following doors are secured at all times:

- Main front door (Baby Room Access)
- Toddler room door (Toddler Downstairs Access)
- Pre-school door (Preschool and Toddler Upstairs Access)

All staff are responsible for maintaining the security of the nursery and ensuring that unauthorised individuals do not gain access.

Parent and Visitor Access

Baby Room & Older Toddlers (Upstairs) Access

1. Parents and authorised collectors accessing the Baby Room must enter through the **Main Front Door**, which faces Passyunk.
2. Parents must ring the doorbell for access.
3. Staff must check the intercom and visually verify the person before granting access through the intercom system; otherwise, go to the front door to verify.
4. Parents should proceed directly to the Baby Room door or upstairs to the toddler room door and leave the building promptly after drop-off or collection.

Younger Toddlers - Downstairs Access

1. Parents and authorised collectors accessing the Toddler Downstairs Room must use the **Toddler Downstairs Door**, ground floor facing linear park.
2. Parents must use the intercom system to request access.
3. Staff must visually verify the individual before opening the door.
4. The door must remain closed and secure at all times.

Preschool (Upstairs) Access

1. Parents and authorised collectors accessing the Preschool Room must enter through the **Pre-school door**. This is at the top of the external staircase, via the balcony that faces the linear park play area.
2. Parents must ring the intercom for entry.
3. Staff must check who is requesting access before opening the door.
4. Parents should proceed directly to their child's room and exit promptly following handover

Staff Access

1. Staff to only enter from the **main front door**

2. Staff are issued with a key fob to access designated nursery entrances and rooms.
3. Staff must always use their own fob and must not allow others to enter behind them without authorisation.
4. Doors must never be propped open.
5. Lost or damaged fobs must be reported to management immediately.
6. Any issues with access systems, intercoms, or CCTV must be reported without delay.

Security Expectations

1. Always verify the identity of anyone requesting entry before opening a door.
2. Never allow tailgating through secure doors.
3. Challenge unfamiliar individuals politely and professionally.
4. Visitors and contractors must sign in and be escorted where appropriate.
5. Report any safeguarding or security concerns to management immediately.
6. Security is everyone's responsibility and should be maintained throughout the day.

Waste Disposal Procedure

Nappy and General Waste

1. Staff must leave the nursery through the designated door at the back of the kitchen.
2. Nappy waste must be disposed of in the hazardous waste bin.
3. General waste must be disposed of in the green waste bin.
4. Any dry mix recycling in the recycling bin.
5. Any food waste, in the food waste bin.
6. Staff must ensure all doors are securely closed after use.

Kitchen Deliveries Procedure

1. Delivery to be taken via the downstairs toddler room door.
2. Verify the identity of the delivery driver.
3. Open the door, receive the delivery, and close the door immediately after the delivery has entered the building.
4. Store food items promptly following food safety procedures.
5. Return empty crates or rejected items to the driver.
6. Ensure the kitchen door is secured during the delivery process.

Kitchen Bin Disposal Procedure

1. Exit through the rear door when taking waste to the bin store.
2. Dispose of waste in the correct bins.

General Security Expectations

1. Security is everyone's responsibility.
2. Challenge unknown individuals politely and professionally.
3. Report suspicious behaviour, security breaches, or safeguarding concerns to management immediately.
4. Never share your access codes or allow anyone else to use your key fob.
5. Never prop open external or internal security doors.
6. Ensure all doors remain secure throughout the day.
7. Follow all safeguarding procedures when admitting visitors, contractors, and parents into the nursery.

Failure to follow these procedures may compromise the safety and security of children, staff, and visitors and may result in disciplinary action.