

## Essex Wildlife Trust

### Nature Nursery: Visitors or Intruders on the Premises Policy and Procedure

*A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.*

#### Version Control

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<b>Policy audience and how it will be communicated to this audience:</b>	Nature Nursery Staff – available electronically on Wildpoint and in paper form within office files. All staff instructed to read updated policy and sign to confirm. EWT staff – available electronically on WildPoint Externally – available on Nature Nursery website Policy area

When review is completed, please send to: [businesssupport@essexwt.org.uk](mailto:businesssupport@essexwt.org.uk)

Version	Date	Changes made by	Reason for change
2	07 July 2023	J Burlingham	Update to new format Clarify details of site security Add exemption form for medical conditions and use of mobile phones

## 1. Introduction

- 1.1 To ensure each child is safeguarded during their time at the Nature Nursery, security measures and considerations are of a high priority to the Management team.
- 1.2 As part of regular operations, visitors are expected at the Nature Nursery, in terms of management, maintenance, external inspectors and advisors, as well as parents and carers.

## 2. Scope

- 2.1 This policy applies to all Nature Nursery staff and all visitors to the site.

## 3. Purpose of Policy

- 3.1 This policy is in place to ensure that the children's security and wellbeing is maintained at all times, and to protect them from risks arising from unwanted visitors to site or from unsuitable staff joining Essex Wildlife Trust.

## 4. Policy Statement

- 4.1 The highest possible security of the premises is maintained at all times.
- 4.2 Children must be unable to leave site and must be kept from harm.
- 4.3 All visitors to site must be met and escorted at all times.

## 5. Procedure

### Site Security

- 5.1 Entrance to the overall Abbotts Hall site for Essex Wildlife Trust is through a security gate – this is opened for main drop off and collection times, and kept shut at other times, accessed via a code available to staff and parents/carers.
- 5.2 To gain access at other times, visitors must contact the main reception or Nursery staff.
- 5.3 The Nature Nursery has a designated car park where parents/carers and visitors can park.
- 5.4 The site is protected by CCTV.
- 5.5 All gates within the Nursery are secured by padlocks at all times when not in use, and keys are held securely by each staff member on site.

### Children's Personal Safety

- 5.6 All staff employed at the Nature Nursery will undergo an enhanced DBS check and be recruited using the Safer Recruitment Policy.
- 5.7 Staff will not routinely supervise children on their own
- 5.8 No child will be left unsupervised
- 5.9 Whenever children are on site, at least two members of staff are present, one of which will have undergone Level 3 Safeguarding training (e.g. Third in Charge, Deputy Manager, Manager, Head of Community Engagement, Director of Engagement)

- 5.10 Regular risk assessments are completed for the site and for all activities
- 5.11 The arrival and departure times of all children are recorded on paper daily registers and within the EyWorks online portal.
- 5.12 Daily opening and closing checks are completed across all areas of the site
- 5.13 All visitors to site are asked to leave mobile phones or technology with recording devices in their cars or in a sealed box located at the entrance to the Nature Nursery (with the exception of medical exemption, see section 5.15 below)
- 5.14 Staff will only use the Nature Nursery mobile phone on site, or the iPads linked to EyWorks, all personal devices or other recording capable devices must not come on to site.

### **Security and Visitors**

- 5.15 All visitors are asked to identify themselves on entry to the Nature Nursery, which includes checking appropriate identification e.g. driving licence or company credentials.
- 5.16 Visits should, preferably, be planned to the nursery site, to ensure there are sufficient staff in place to maintain ratios and supervision of the visitor. All visits should be approved by a member of the Nature Nursery Management Team.
- 5.17 Visitors will be accompanied at all times by a member of staff.
- 5.18 The arrival and departure times of staff, volunteers and visitors are recorded either on the staff registers or within the visitor book, kept at the entrance to the nursery site.
- 5.19 Visitors are required to wear a red ID lanyard at all times whilst on site.
- 5.20 The following information will be recorded within the visitor book:
  - 5.20.1 Date
  - 5.20.2 Time in
  - 5.20.3 Name of visitor
  - 5.20.4 Purpose of visit
  - 5.20.5 Time Out
- 5.21 If the visitor has a medical condition which requires them to keep a mobile device on their person whilst on site, they must complete the Exemption Form as detailed in Appendix A.

During the visit, visitors will be asked to:

- 5.22 Always remain clearly visible to staff and remain in the authorised area
- 5.23 Raise any concerns immediately with the Nursery Manager or Deputy Manager
- 5.24 Ensure they sign out of the visitor book and return the lanyard at the end of the visit

### **Unwanted visitors/intruders:**

- 5.25 Any unexpected visitor or anyone with no suitable reason to be on site will be asked to leave immediately and if necessary, escorted from the premises if considered safe to do so.
- 5.26 If the visitor repeatedly refuses to leave, or the situation is considered unsafe, the police will be telephoned, and staff will follow the Emergency Evacuation Policy as needed. This may mean moving children to an alternative part of the Nursery.
- 5.27 All incidences of unexpected visitors or intruders will be reported to the Head of Community Engagement, and, if necessary, to the Designated Safeguarding Leads and Health and Safety Manager, and documented on appropriate forms or systems.

## **6. Appendices**

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 6.1 Accident and Incident Procedure, including relevant Forms or Online Logging Systems
- 6.2 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.3 Fire Safety and Emergency Evacuation Policy
- 6.4 First Aid Policy and Procedure
- 6.5 Health and Safety Policy
- 6.6 Medication Policy and Procedure
- 6.7 Missing Child Policy and Procedure
- 6.8 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.9 Safer Recruitment Policy
  
- 6.10 Nature Nursery Risk Assessments

## **Appendix A: Exemption Form**

### **NATURE NURSERY STAFF/VOLUNTEER/VISITOR MEDICAL EXEMPTION FORM FOR USE OF MOBILE PHONE ON NATURE NURSERY SITE**

It is the policy of the Nature Nursery that staff and visitors do not have devices capable of taking photographs or connecting to the internet e.g. personal mobile phones or tablets, on their person whilst they are on the Nature Nursery site. The exceptions to this are the Nature Nursery iPads used for the EyWorks observation system and the Nature Nursery mobile phone for use in emergencies and by management.

However, in the case of staff/volunteers with a medical requirement to use an electronic based device and application to control and/or monitor medical symptoms and treatment, an exemption can be permitted by the Nursery manager or nominated deputy.

This exemption is conditional on the following:

- Brief details are provided on the medical condition requiring this device
- The device is turned onto 'airplane' mode whilst it is on the Nursery site
- The device is stored in a non-visible location whilst the individual is on site
- The device is not checked or looked at whilst on site
- No photographs are taken using this device
- When the staff member/volunteer signs into site, they detail the presence of the device on the sign in log record
- At any point, the Nature Nursery management reserve the right to view the contents of the device to ensure all Safeguarding practices are maintained and policies are followed
- The device is the responsibility of the staff/volunteer at all times and Essex Wildlife Trust cannot be held responsible for any damage sustained

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The staff member/volunteer must sign and date the declaration below, and this must be countersigned by the Nursery manager or nominated deputy. This declaration will then be forwarded to the HR department for secure, confidential storage. Any breach of this declaration may be considered a disciplinary offence and will be dealt with under the Essex Wildlife Trust's disciplinary policy.

**I have read the details above and agree to conform to the conditions outlined.**

Name (please print): \_\_\_\_\_

Staff/Volunteer (please delete as applicable) Job Title: \_\_\_\_\_

Mobile phone number and device model: \_\_\_\_\_

Please provide brief detail on the medical condition requiring use of mobile device:

\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Countersigned by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Position: \_\_\_\_\_