



SITE SAFETY POLICY

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BACKGROUND

PURPOSE

Holly Trees Day Nursery is committed to providing a safe, secure, and welcoming environment for all children, families, staff, visitors, and contractors whilst on nursery premises.

This policy outlines the expectations, responsibilities, and procedures relating to safety across all nursery grounds, including:

- entrances and exits,
- car parks,
- pathways,
- gardens,
- outdoor play areas,
- and all internal and external nursery environments.

The purpose of this policy is to:

- minimise avoidable risks and hazards,
- promote safe conduct on nursery premises,
- support safeguarding responsibilities,
- protect the wellbeing of children, staff, and visitors,
- and ensure the nursery environment remains safe, calm, and suitable for young children.

The nursery recognises that children attending early years settings are particularly vulnerable due to their age, stage of development, and limited awareness of danger. All adults on nursery premises therefore share a responsibility for maintaining a safe environment at all times.

SCOPE.

This policy applies to:

- all children attending Holly Trees Day Nursery,
- parents/carers,
- authorised collectors,
- visitors,
- contractors,
- volunteers,
- students,
- and all nursery staff.

The policy applies at all times whilst individuals are:

- on nursery premises,
- using nursery grounds or car parks,

- attending drop-off or collection,
- participating in nursery events,
- or otherwise accessing nursery facilities.

This policy should be read alongside the nursery's:

- Safeguarding & Child Protection Policy,
- Health & Safety Policy,
- Arrival, Collection & Late Collection Policy,
- Fire Safety & Emergency Evacuation Policy,
- Behaviour Management Policy,
- Parents and Visitors Behaviour Policy

Our guidelines are as follows:

OUR GUIDELINES

GENERAL SITE SAFETY EXPECTATIONS

All individuals accessing nursery premises are expected to:

- behave safely, responsibly, and respectfully,
- follow nursery instructions and signage,
- supervise children appropriately,
- report hazards, accidents, or concerns to staff immediately,
- and avoid actions that may place themselves or others at risk.

The nursery reserves the right to challenge or refuse access to any individual whose behaviour may compromise the safety, wellbeing, or security of children, staff, or visitors.

SUPERVISION OF CHILDREN ON NURSERY PREMISES

Parents/carers remain responsible for supervising their children:

- before children are formally handed over to nursery staff,
- and immediately after children have been collected from nursery care.

Children must be supervised at all times whilst:

- entering or leaving the nursery,
- in the car park,
- on pathways,
- within gardens,
- and throughout nursery grounds.

Children must not:

- run unsupervised around nursery premises,
- climb on fences, gates, walls, or railings,
- enter restricted areas,
- or play in car park areas.

CAR PARK & VEHICLE SAFETY

The nursery car park and surrounding access areas must be used with caution at all times.

Parents/carers and visitors are expected to:

- drive slowly and carefully,
- remain aware of pedestrians and young children,
- park considerately,
- switch off engines whilst parked where possible,
- hold children's hands when walking through the car park,

- and follow any parking instructions or signage displayed on site.

Vehicles must not:

- block entrances, exits, pathways, or emergency access routes,
- park in designated disabled spaces without authorisation,
- park in the bays directly in front of the nursery building unless specifically authorised to do so by nursery management,
- or be left unattended whilst children remain inside.

The nursery accepts no responsibility for loss, theft, or damage to vehicles or personal belongings left on nursery premises.

ANIMALS ON NURSERY PREMISES

To ensure the safety, wellbeing, and comfort of all children, families, staff, and visitors, animals are not permitted on nursery premises at any time.

This includes:

- nursery entrances,
- gardens,
- outdoor play areas,
- pathways,
- and car park areas within nursery grounds.

This policy is in place because:

- some children and adults may feel anxious or fearful around animals,
- some children and adults may have allergies,
- young children may approach animals unpredictably,
- and even well-behaved animals may react unexpectedly in busy environments.

The nursery has a duty to provide a safe and secure environment for all children and to minimise avoidable risks wherever possible.

The only exception to this policy is registered assistance dogs, such as guide dogs or medical assistance dogs. Wherever possible, parents/carers should inform the nursery in advance if an assistance dog will be brought onto the premises.

Any authorised assistance animal must remain under the control of the handler at all times.

Animals must not be left unattended in vehicles on nursery premises at any time.

Parents/carers and visitors are respectfully asked not to bring pets or other animals onto nursery grounds during drop-off, collection, or at any other time.

Failure to comply with this policy may result in nursery management requesting that the animal be removed from the premises immediately.

SMOKING, VAPING, ALCOHOL & SUBSTANCES

Holly Trees Day Nursery operates a strict no smoking and no vaping policy across all nursery premises and grounds.

Smoking and vaping are prohibited:

- within nursery buildings,
- at entrances and exits,
- in gardens and outdoor areas,
- and within the nursery car park.

No individual may attend nursery premises:

- under the influence of alcohol,
- under the influence of illegal substances,
- or in a condition that may compromise safety or safeguarding.

Where staff believe a child may be placed at risk due to an adult's condition or behaviour, safeguarding procedures will be followed.

MOBILE PHONES, CAMERAS & RECORDING DEVICES

To safeguard children and protect privacy:

- unauthorised photography, filming, or audio recording is prohibited on nursery premises,
- parents/carers and visitors must not photograph or record other children,
- and mobile phone use should be kept to a minimum whilst within nursery rooms or during handovers.

The nursery reserves the right to request that devices are not used where this is considered necessary for safeguarding or privacy reasons

SECURITY & ACCESS

Parents/carers and visitors must ensure:

- gates and doors are securely closed behind them,

- access codes are not shared,
- and unknown individuals are not permitted access into nursery buildings.

Visitors may be required to:

- sign in,
- provide identification,
- and wear visitor badges whilst on site.

Any suspicious behaviour, unknown persons, or security concerns must be reported to staff immediately.

ADVERSE WEATHER & GROUNDS SAFETY

The nursery will take reasonable steps to maintain safe access during adverse weather conditions.

However, parents/carers and visitors are expected to take additional care during:

- wet weather,
- snow,
- ice,
- strong winds,
- or other hazardous conditions.

Suitable footwear should be worn when accessing nursery grounds during poor weather conditions. Certain outdoor areas may be restricted or temporarily closed where safety risks are identified.

AGGRESSIVE, ABUSIVE OR UNSAFE BEHAVIOUR

The nursery operates a zero-tolerance approach towards:

- aggressive behaviour,
- threatening conduct,
- abusive language,
- harassment,
- discrimination,
- intimidation,
- or behaviour that places others at risk.

Any individual behaving in an unsafe or inappropriate manner may be asked to leave the premises immediately.

Serious incidents may result in:

- formal warnings,
- restricted access arrangements,

- involvement of external agencies,
- or termination of nursery services where appropriate.

SAFEGUARDING RESPONSIBILITIES

The nursery has a duty to safeguard all children in its care at all times.

All adults accessing nursery premises are expected to act in a manner that supports:

- children's safety,
- emotional wellbeing,
- security,
- and the safe operation of the nursery environment.

Any safeguarding concerns identified whilst on nursery premises will be managed in line with the nursery's Safeguarding & Child Protection Policy.

MONITORING & REVIEW

This policy will be reviewed annually or sooner where legislation, safeguarding guidance, operational requirements, or identified risks require amendments to practice or procedure.

Version	Updated	By	Authorisation Status
1.0	05/2026	Director	