Physical Environment / Security of Premises Policy

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

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 quick exit.

As the rooms used cover a large and spread out area, the Nursery uses the 'crèche' as their administration area. This allows for members of the management team 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 team.

Occasionally the church will require the use of the sanctuary, foyer, lounge 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:	Geoff Felton (Minister)	Tel. 07538 406130
	Graham Brown (Sec.)	Tel. 01206 577796
	Dave Anderson	Tel. 01206 572290
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 who 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 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.

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.