



Door Management/Security

Front Door

Staff access

1. All Nest team members have key fobs so they can gain access to two doors, the front door and the staff room door by key fob.
2. The secondary door and first-floor play space door are not accessible to any team aside from management.
3. You must not allow anyone to tailgate you.
4. To gain entry to the second door, you must knock on the door to get a colleague to let you in.

Parent access

1. Parents will ring the doorbell for access
2. You will check the camera and look through the door to check that you know the person wanting to enter.
3. You will only open the door if you personally know the parent waiting. Do not open the door if you do not know the person. You can speak to them through the intercom by clicking the green phone icon.
4. Parents will stay in reception until their child is ready. Parents are not allowed to come into the nursery unless there is a stay-and-play or a parent meeting.

Classroom/nappy bins

1. Leave via front door.
2. Nappy waste goes in the yellow bin, and normal waste goes in the grey bin
3. Return via front door.

Kitchen door

Kitchen deliveries protocol

1. Lock door to main room
2. Open the door to the delivery driver
3. Take the food in and close door.
4. Remove food
5. Return all crates and returned food to the driver

Kitchen bin protocol

1. Leave from kitchen door
2. Immediately lock the door behind you
3. Use grey plastic bin in bin room
4. Re-enter nursery by main door, using your key fob