

Auchinairn Early Years Centre



Gate Policy

Introduction

Children's safety is always our highest priority. The gates in the outdoor area are covered by a risk assessment and are recognised as an area where children may put themselves or others in danger.

This policy covers the two gates in the playground which are nearest the Nursery building. One gate exits directly from the 3-5 playground to the rear of the Centre. The other is located in the 2-3 playground and exits into the Community Garden. The wooden gate from the top garden in to the side garden has a flip lock and the gate in to the "Sensory Garden" and the metal gate nearest the slide are always locked and are not covered by this Policy.

3-5 Playground Gate

The gate is used for fire evacuations and drills, lunch and shopping deliveries and accessing bins. This policy is designed to cover all of these eventualities. The gate has a 3-way lock system, a high push bar, a slide lock and a bottom bolt from gate in to a bolt hole in the ground.

Entering and Exiting

- During the morning risk assessment and periodically throughout the day the gates are to be checked to ensure that the locks are secure.
- Before leaving the gate the staff member is to ensure that:
 - The bolt is down (on both gates)
 - The lever is pushed across.

Deliveries/Lunches

- When a delivery is being made the gate is to be opened by a staff member.
- The staff member is not to assist with the delivery.
- Children are to be asked to move away from the gate. If children are too close to the gate it is to remain closed and locked.
- When the 3 locks have been opened the staff member is not to leave the gate until the locks have been secured once more.

- If the delivery person is entering the building or unloading for more than a few seconds, the gate should be secured once more.
- Once the delivery is complete the gate is to be secured as detailed above.

Ad hoc Use

- Use of the gate is to be avoided for routine staff access.
- Janitorial and Catering Staff may use the gate as part of their job role. When doing so they must notify a member of the Nursery team to ensure that the gate remains secure.

2-3 Garden Gate

This gate is a fire exit from the 2-3 garden. It has open access from the 3-5 garden and is a potential risk to both areas.

- All staff working outdoors in either area must remain vigilant when children are near this gate.
- The gate is to be routinely checked to ensure that it is locked. When doing this a visual check of the Community Garden Gate should be made at the same time

Deliveries at 2-3 Gate

- When a delivery is being made the gate is to be opened by a staff member.
- The staff member has not to assist with the delivery.
- Children are to be asked to move away from the gate. If children are too close to the gate it is to remain closed and locked.
- When the locks have been opened, the staff member will not leave the gate until the lock has been secured again.
- The staff member supervising the gate must not be distracted whilst carrying out this duty. If a child requires support, they are to be passed on to another member of staff.
- If the delivery person is entering the building or unloading for more, the gate should be secured each time.
- Once the delivery is complete the gate is to be secured and the Community Garden Gate visually checked.

Fire Evacuations

- Both gate areas should be kept free of obstructions at all times as they are escape routes.
- Both exits may be opened during a fire alarm. When it is safe to return, child numbers should be checked as children re-enter the setting.
- Once everyone is accounted for the gates are to be secured as detailed previously.

Child Education

As part of the Nursery "Friendship Code", child safety and the gate policy should be discussed with the children. It is important that they understand why the gates should not be opened by them or another child and that they know to approach a member of staff if they see a child trying to touch the locks.

Escaping Children

By following the steps detailed in this policy the chances of a child getting out of nursery should be minimised. However, if a child manages to open the gates and get out of the nursery the staff member nearest the gates make a decision on whether to immediately pursue the child or get help. Where possible they should calmly alert another staff member to ensure the garden stays secure. If the child is in immediate danger, they should sound the alert with their whistle/walkie talkie and close the gate behind them when pursuing the child.

If the gate is discovered to be open and a child is missing the Missing Child on the Nursery Site Policy is to be implemented immediately.

UNCRC: Article 3, Article 36

Health and Social Care Standards: 2,25, 3.20, 3.22-3.25, 5.17

HGIOEC – 2.1

Quality Framework – 1.2, 4.3

Fire Safety Risk Assessment

This policy has been updated after consultation with staff and parent/carer

Signed.....

May 2024