



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
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[contact@oakbridgelittlelearners.co.uk](mailto:contact@oakbridgelittlelearners.co.uk)  
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## **DOOR SECURITY AND ACCESS POLICY**

### **Policy Statement**

The purpose of this policy is to ensure the safety and security of all children, staff and visitors entering and leaving Oakbridge Little Learners Ltd.

This policy should be read in conjunction with the Parent Handbook, including the sections relating to Arrivals and Collections, Safeguarding, Authorised Collectors, and Communication with Staff.

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### **Arrivals (From 7:30am)**

- All adults dropping off children must ring the doorbell on arrival.
- The entrance is monitored by a door camera, allowing staff to view visitors and confirm identity before granting access.
- The door will only be released by a staff member once the adult has been identified.
- On entry, parents/carers must ensure the door is fully closed behind them.
- Under no circumstances should parents/carers allow another person to enter at the same time, even if they are known to them.

### **Once inside:**

- Parents/carers should wait with their child in the reception area.
  - A member of staff will greet the child and support them into the nursery.
  - Children will be encouraged to hang up coats and bags before entering their room.
  - Lunch boxes will be collected and stored safely.
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## **Collections (Up to 6:00pm)**

- Adults collecting children must ring the doorbell on arrival.
- Access will only be granted once the adult is recognised by staff.
- If the adult is not known to the setting, the pre-agreed safety password must be provided before a child is released.
- Passwords must be recorded on the child's Nursery in a Box profile, as outlined in the Parent Handbook.

Children will only be released to adults who are authorised in line with nursery procedures.

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## **Forms and Communication**

- Most forms are completed electronically via Nursery in a Box.
- Any paper forms requiring completion will be provided at collection and must be returned to the reception box.
- Parents/carers wishing to speak briefly with staff at drop-off or collection may do so where appropriate.
- For longer or confidential discussions, an appointment should be arranged, as outlined in the Parent Handbook.

### **This approach ensures:**

- Children's safety
  - Confidentiality
  - Staff are able to give parents their full attention
  - Smooth collections for all families
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## **Ongoing Communication**

We strongly encourage parents/carers to use the Nursery in a Box diary and messaging system for two-way communication, as detailed in the Parent Handbook.

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## **Policy Review**

This policy is reviewed regularly to ensure it remains compliant with safeguarding guidance and best practice.

Created: August 2015

Reviewed: January 2026