

## **Procedure for hall use and access during St Peter's Nursery operating hours.**

The current operating hours for St Peter's nursery are as follows:

- Monday 8 am – 1 pm
- Tuesday 8 am – 1 pm
- Wednesday 8 am – 5pm
- Thursday 8 am - 5 pm
- Friday 8 am – 1 pm

The nursery has a legal requirement to safeguard children by taking all reasonable steps to stop unauthorised people from entering the premises.

You can help prevent unauthorised access by:

- Keeping the main doors locked.
- If doors need to be unlocked for access, they must be supervised at all times and should be closed and locked as soon as possible.
- Ensuring that visitors who have permission to enter the hall (e.g. people attending services who need to use the facilities) are actively monitored and supervised at all times.

In addition, hall users are fully responsible for anything that happens in the hall due to their failure to secure the doors properly, from start to finish of their booking.

Safeguarding is of paramount importance to all users of St Peter's Church and Hall, and your help in this matter is greatly appreciated.

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I have read and acknowledge this procedure.

Name:

Signature:

Date: