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Job reference: 2026 enquiry 61

Address: Fartown Trinity Methodist Church, Spaines Road, Fartown, Huddersfield, HD2 2SD

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Extra notes: **safeguarding and child safety report**
change of use from vacant former church (use class F1f) to form nursery (use class Ef) with outdoor play area and associated new mezzanine for tuition centre (use class F1a) and associated car parking.

1. INTRODUCTION

This **safeguarding and child safety** report has been prepared in support of the proposed change of use of the existing Trinity Methodist Church to provide a nursery at upper ground-floor level and a tuition centre on a new mezzanine floor. The lower ground is proposed for a multi-purpose hall. The proposal introduces two educational and childcare uses within the same building. Although both uses will operate within the same overall premises, their differing functions and user groups require careful consideration of safeguarding, access control, supervision and the safe movement of children, staff, parents, carers and visitors.

The nursery will accommodate young children who require an appropriately controlled and supervised environment. The tuition centre will provide separate teaching accommodation on the new mezzanine. The purpose of this report is to establish the safeguarding principles informing the proposed building layout and external arrangements, identifying the design measures intended to support the safe operation of both facilities.

The report considers:

- The separation of the nursery and tuition centre.
- Controlled access to the building and its respective facilities.
- The provision and security of the nursery's outdoor play area.
- The separation of children from vehicles and car parking.
- Safe circulation and emergency escape.
- Visibility, supervision and the prevention of unauthorised access.
- The respective responsibilities of the building owner, nursery operator and tuition-centre operator.

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This report addresses safeguarding considerations relevant to the physical design and proposed use of the premises. It does not replace the operators' own safeguarding policies, risk assessments, staff training, recruitment procedures or other statutory responsibilities.

2. DEVELOPMENT PROPOSAL

The proposed development comprises the adaptation of the existing church building to provide:

- A nursery at ground-floor level.
- A new mezzanine floor accommodating a tuition centre.
- Retention of the existing staircases.
- Provision of an additional staircase to provide an alternative means of escape from the mezzanine.
- A designated external play area for the nursery.
- Associated access, parking and external circulation arrangements.

The mezzanine will extend across the required internal footprint to provide the accommodation necessary for the tuition centre. The two uses will be physically and operationally separated so that the nursery can function as a controlled childcare environment without unrestricted access by tuition-centre users. The external layout will similarly distinguish the nursery's external play space from vehicle circulation and parking. These arrangements form the basis of the safeguarding approach described below.

3. SAFEGUARDING OBJECTIVES

The principal objective is to provide an environment in which children can participate in childcare and educational activities while being protected from foreseeable risks associated with unauthorised access, uncontrolled movement, vehicle movements and inadequate supervision.

The design will seek to achieve the following objectives:

- Prevent unauthorised access to nursery accommodation.
- Establish a clear distinction between nursery and tuition-centre circulation.
- Provide a secure and supervised outdoor play environment.
- Minimise contact between children and moving vehicles.
- Enable staff to supervise children's movement within the premises.
- Provide clearly identifiable entrances, circulation routes and emergency exits.

- Maintain suitable arrangements for receiving and releasing children to authorised adults.
- Support safe evacuation in an emergency.

Provide an environment that respects children's dignity, privacy and age-related needs. The final arrangements will be developed in conjunction with the respective operators and the relevant regulatory authorities.

4. SEGREGATION OF THE NURSERY AND TUITION CENTRE

4.1 General Principle

The nursery and tuition centre will accommodate different user groups and have different operational requirements. The nursery requires a controlled environment in which access to children can be managed by authorised staff. The tuition centre will accommodate its own pupils, tutors, staff and visitors. The building layout will therefore provide physical separation between the ground-floor nursery and the mezzanine tuition centre.

4.2 Controlled Access

The proposed arrangement provides separate and clearly identifiable access arrangements for the two uses. Where practicable, the tuition centre have an entrance and access route via from Spaines Road entrance that allows its users to reach the new mezzanine without passing through nursery accommodation.

Access to the nursery to be controlled so that parents, carers, staff and authorised visitors can enter through a designated main primary entrance from the front or secondary entrance from the rear. Doors separating the two facilities should be arranged to prevent casual or unauthorised movement between them. Access-control measures includes controlled entry systems, staff-operated release mechanisms and suitable door hardware. Access-control arrangements do not obstruct required escape routes or prevent occupants from escaping safely during an emergency.

4.3 Separation of Internal Circulation

The internal layout provides clear routes for each use and minimise opportunities for users to enter areas outside their intended destination. Nursery children should not need to pass through the tuition centre to reach nursery facilities or the outdoor play area. Similarly, tuition-centre users should not need to pass through nursery rooms to reach the new mezzanine.

5. NURSERY SAFEGUARDING ARRANGEMENTS

5.1 Reception and Collection

The nursery entrance provides a controlled point of entry and allow staff to manage the arrival and collection of children from the front or rear entrances. The operator establishes procedures for confirming the identity and authority of adults collecting children, maintaining attendance records and managing late collection or unexpected visitors. Children are only to be released to individuals authorised in accordance with the nursery's procedures.

5.2 Internal Supervision

The nursery layout supports effective supervision of children during indoor activities. Room arrangements, internal doors and circulation routes to be considered in relation to the position of staff and the movement of children between rooms.

Areas that require restricted access, including staff-only spaces, storage rooms and service areas, are to be appropriately controlled. The design also provides suitable child-accessible sanitary facilities, including appropriately sized WCs and low-level washbasins.

The arrangement of sanitary facilities balance children's developing independence with appropriate privacy, supervision and assistance. Any nappy-changing provision required by the nursery's age range and operational model are to be incorporated into the detailed accommodation layout.

5.3 Visitors and Contractors

Visitors and contractors entering the nursery to be subject to the operator's access and safeguarding procedures. The design enables visitors to be received without giving them unrestricted access to children's accommodation. Maintenance activities to be planned and supervised so that children are not exposed to unnecessary risks from tools, equipment, building materials or temporary obstructions.

6. EXTERNAL PLAY AREA

6.1 Designated Nursery Play Space

A dedicated front and rear on site outdoor play area is proposed for the nursery. The area will be physically separated from car parking and vehicle circulation to reduce the risk of children entering areas used by vehicles. The outdoor play space to be enclosed by an appropriate timber or metal fence boundary treatment with artificial

greeneries to visually soften the views, with access points designed to prevent children from leaving the area unsupervised. The timber or metal boundary treatment is circa 1800 high providing safeguarding and privacy to children, gate positions and access arrangements has been identified on the proposed site plan.

6.2 Boundary Security

The boundary surrounding the front or rear outdoor play areas are to be designed with consideration of the age of the children, the surrounding site conditions and the potential for unauthorised entry or exit. The outdoor play areas design avoids readily climbable features and openings that could allow young children to pass through or become trapped. Gates are to be suitable for the intended use, maintained in good working order and provided with appropriate child-resistant access arrangements.

7. TUITION CENTRE SAFEGUARDING

The tuition centre will operate separately from the nursery and will require its own arrangements for safeguarding pupils. Access to the new mezzanine to be controlled in accordance with the tuition centre's operational requirements.

The entrance and staircase arrangement allow tutors and staff to manage the arrival and departure of pupils without creating unnecessary interaction with children attending the nursery. The tuition centre operator establishes appropriate procedures for pupil registration, collection where applicable, visitor management and supervision. The detailed design considers the position of teaching rooms, circulation spaces and sanitary facilities to support safe movement throughout the new mezzanine.

8. FIRE SAFETY AND EMERGENCY EVACUATION

Safeguarding includes protecting occupants from foreseeable risks in an emergency. The existing staircase for the tuition centre will be retained as part of the proposed new mezzanine access and alternative escape arrangement with an additional staircase is proposed at the rear because the anticipated travel distance to the existing staircase exceeds the applicable dead-end travel-distance allowance.

9. ACCESSIBILITY AND CHILD-FRIENDLY DESIGN

The proposed development provides an environment that is accessible and suitable for its intended users. The ground-floor nursery layout considers the needs of young children, parents, carers, staff and visitors, including people with disabilities where they can use the existing platform lift for access to upper floors for the nursery only.

Child-sized sanitary fittings, including appropriately positioned WCs and washbasins, to be provided in accordance with the nursery's age range and operational requirements.

10. OPERATIONAL RESPONSIBILITIES

The nursery operator will be responsible for implementing appropriate arrangements covering:

- Staff recruitment and suitability checks.
- Safeguarding policies and staff training.
- Supervision and child-to-staff ratios.
- Attendance and collection procedures.
- Visitor and contractor management.
- Secure access to nursery accommodation.
- Supervision of outdoor play.
- Incident reporting and emergency procedures.
- Maintenance and inspection of play-area boundaries and gates.

The tuition-centre operator will be responsible for safeguarding arrangements appropriate to its pupils, staff, visitors and educational activities. The landlord and relevant building manager will need to establish responsibilities for maintaining common areas, access-control equipment, external boundaries and other building elements affecting safety. The respective responsibilities should be clearly documented so that shared ownership or management of the premises does not affects safeguarding arrangements.

11. DESIGN REVIEW AND IMPLEMENTATION

The safeguarding measures described in this report will be reviewed against the final architectural drawings before the development is brought into use.

The review should confirm that:

- The nursery and tuition centre have clearly defined access arrangements.
- Nursery children cannot access the mezzanine or parking areas without appropriate control.
- The outdoor play area is suitably enclosed and separated from vehicle movements.
- The internal layout supports appropriate supervision.

- Escape routes remain unobstructed and are consistent with the approved fire-safety strategy.
- Child-friendly sanitary facilities and any required nappy-changing provision are incorporated.
- The operators have established the necessary safeguarding and emergency procedures.
- Maintenance responsibilities for access-control systems, gates and boundary treatments are defined.

Any outstanding matters requiring specialist advice or approval will be resolved through the relevant regulatory and operational processes.

12. CONCLUSION

The proposed change of use of Fartown Trinity Methodist Church will introduce a nursery at ground-floor level and a tuition centre on a new mezzanine floor. The safeguarding approach is based on the principle that the two facilities operating as separate and appropriately controlled environments within the same building.

The proposed design will provide for controlled access, appropriate separation between the uses, a designated front and rear outdoor play area and an external layout that distinguishes children's space from car parking and vehicle circulation.

The detailed design will also address child-friendly sanitary facilities, accessibility, supervision and the management of shared areas. Subject to the final layout and the implementation of appropriate operational procedures, these safeguarding measures are intended to support a safe and well-managed environment for the children, pupils, staff, parents, carers and visitors using the premises.

Prepared by

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