



ENTRY & EXIT PROCEDURE

Policy Statement

There is a set procedure in place to safeguard children and adults on arrival to and departure from the pre-school building. Pre-School staff are trained in all aspects of this procedure and have responsibility for ensuring that it is implemented.

Other helpers in the pre-school are also aware of this procedure. However, students, committee members, parent helpers and volunteers are instructed not to open the door to visitors to the pre-school building or release any children from pre-school.

At the start of each session:

- Children are welcomed into the building through the lobby door by staff members.
- A designated member of staff is appointed “door duty” to ensure children do not leave the building once they have come in.
- A different designated member of staff is given responsibility for the Register and marks children into the Register with their time of arrival as they enter the building. This ensures that the Register is correct at all times.
- Staff mark themselves into the Staff Register with their time of arrival into the building.
- Staff ensure that any visitors present at the start of the session, including parent helpers, are signed into the Visitors Book (and signed out when they leave).
- Staff ensure that the total number of children registered in each session does not exceed the number the pre-school is registered to care for – 26 children.

Once the session has started:

- A designated member of staff double checks the numbers of children, staff and visitors who have been marked in.
- These numbers are then noted on the “Number of Children, Staff & Visitors Board” on the front of the “quiet room” door. Staff then have a visual record of the total number of people in the building to refer to at any time. For example, in the event of an emergency evacuation, this list is used to initially ensure that the correct numbers of children, staff and visitors have left the building.



ENTRY & EXIT PROCEDURE (continued)

During the session:

- If a child is brought to pre-school after the session has started, the child is immediately marked into the register with the time of the child's arrival. This ensures that the register is correct at all times. The "Number of Children, Staff & Visitors Board" is also updated straightaway. This is the responsibility of the member of staff who welcomed the child into the setting.
- If a staff member arrives during the session, they mark themselves into the Staff Register with their time of arrival. This ensures that the Staff Register is correct at all times. They also immediately update the "Number of Children, Staff & Visitors Board".
- If a parent or visitor arrives during the session, the visitor is signed into the Visitors Book. The "Number of Children, Staff & Visitors Board" is also immediately updated. This is the responsibility of the member of staff who welcomed the visitor into the setting.
- If a child is collected by a parent or carer prior to the end of a session, the time of the child's departure is immediately marked in the register. This ensures that the register is correct at all times. The "Number of Children, Staff & Visitors Board" is also updated straightaway. This is the responsibility of the member of staff who oversees the departure of the child.
- If a staff member leaves before the end of a session, they mark themselves out of the Staff Register with their time of departure. This ensures that the Staff Register is correct at all times. They also update the "Number of Children, Staff & Visitors Board" on leaving.
- If a parent or visitor leaves before the end of a session, the visitor is signed out of the Visitors Book. The "Number of Children, Staff & Visitors Board" is also immediately updated. This is the responsibility of the member of staff who oversees the departure of the visitor.

At the end of the session:

- At the end of the session, children leave the building one at a time through the lobby door. A designated member of staff ensures each child is safely handed over to the correct parent or carer and that no child leaves the premises unsupervised. That member of staff also passes on any items in the child's tray such as letters and messages.



ENTRY & EXIT PROCEDURE (continued)

- The designated member of staff who has handed over the child also ensures that the child's time of departure from the building is immediately marked in the register.
- Staff ensure that children are only collected by those adults who are authorised to do so on the child's Registration Form. If this is not the usual parent or carer who collects the child, or if the person is unfamiliar to staff members, staff then ask that person for their name and the child's unique password which is stated on the Registration Form. If a member of staff has a concern with any person collecting the child, they refer this to the most senior staff member in the session who then calls the parent for confirmation.

Visitors to the Setting

- We take all reasonable steps to prevent unauthorised persons from entering the building.
- We request proof of identity for all business, contractors and professional visitors, for example, sight of their official company identification badge, before allowing them into the building. We reserve the right to ring employers for verification of their identity as an additional measure.
- All parents and visitors (including children of those visitors) are signed into our Visitor's Book and the "Number of Children, Staff & Visitors Board" is also immediately updated.
- Children of visitors must stay with them at all times whilst on the premises and remain the responsibility of their parents.
- All parents and visitors are advised that they must not use their mobile phones or cameras whilst on the premises.
- We make all parents and visitors aware of our "Emergency Evacuation Procedure" which is available to read at all fire exits.