

Exit and entrance Policy.

Policy Statement

Our main priority is to ensure the safety of the children at all times.

Entrance

- ❖ When children arrive at the pre-school they come in via the main entrance to the building
- ❖ They are greeted by a member of staff.
- ❖ Once the child enters the building they are marked as present on the Famly app
- ❖ The front door is then locked with both the top and bottom locks and the alarm is set on the main door.

Exit – Main Entrance

- ❖ Staff member unlocks the door when a parent is present at the door.
- ❖ Other children waiting need to be sitting on the floor waiting with a second practitioner.
- ❖ Staff members open the door wide enough to let the child out but DOES NOT leave the door threshold.
- ❖ Once children have exited, they are signed out on the Famly app.
- ❖ A head count is conducted at around 12:30

Exit – Back gate (End of day)

- ❖ One practitioner is to stand at the back gate.
- ❖ One practitioner to stand with lunch boxes.
- ❖ At least one member of management stands at the back door ready to call the children.
- ❖ Parents come to the back door and the children are called and are allowed to leave once their parent / carer acknowledges they are ready to receive them.
- ❖ If the person is unknown, we will follow are collection policy.

Exit and Entrance other times.

- ❖ If the front door has been opened for an extended period, then a head count of the children is taken immediately after in closes.
- ❖ There should ideally always be two practitioners one at the doors when they are open and one close by.
- ❖ The front door is to be double locked, and alarm set when not open.
- ❖ Back door should have alarm set when not open.

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual