



Door Procedure Policy

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety:

- We ensure all employed staff have been checked for criminal records via an enhanced DBS
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

:

- Systems are in place for the safe arrival and departure of children, there is always a member of staff on the main door to greet the children and parents at the start and end of the day when they arrive and depart.
- The register is taken first thing every morning to record children's arrivals by a member of staff in each room and a member of staff stands at the main door when children are leaving to ensure they are collected by the correct person and are safe.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in the staff room.

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)