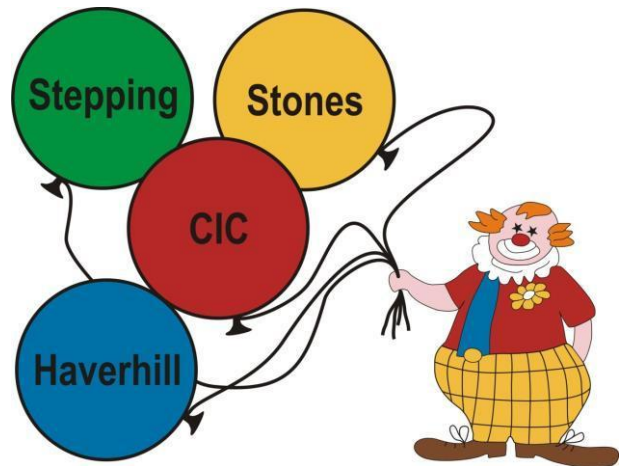


**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.



**Health and safety**

**43. Admitting Children and Visitors**

**Policy statement**

The setting believes that the health and safety of the children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and of admitting children and visitors safely. It is paramount that staff do not put themselves or children attending Stepping Stones PreSchool at risk when admitting others onto the premises.

Our main entrance (entrance door – also a fire exit) is fitted with a key / turn lock. Our other classroom door is fitted with a key /lock. These doors and both unlocked at the beginning of the day; keys are not left in the doors. The main door leads to our entrance foyer and children do not have access to this without adult supervision or parents. Our other door leads to our outside play area which has gates that are padlocked; these padlocks are locked before children have access to outside. We have entry doorbells for visitors.

The procedure within this policy – admitting children and visitors into the preschool.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partner	3.4 The wider context	4.4 Personal, Social and Emotional Development

## **Procedures**

### **Only the main Pre-School entrance's are to be used to let children/staff/visitors into the setting**

During the session the playground and classroom are secure; and these must not be opened to let someone in without the knowledge of the lead practitioner. Any visitors admitted into the setting must sign in and wear a visitor's badge, and follow our mobile phone / recording device policy.

## **Identification badges**

If identification badges are worn by outside agencies; these must be checked and entry maybe refused. Where an unknown person or unwanted visitor is present outside the setting, initial contact maybe made over the gate or via the window within reception area, in order to safeguard the children and staff within. The intrusion policy should be followed in the event of an unwanted visitor refusing to leave the setting. Staff must wear their identification badges at all times.

## **Opening up**

The school gates will be unlocked early morning, giving access to the whole school; the entrance door (unlocked for wrap around care, but locked at 08:30) will be opened to parents at 08:45 by the lead practitioner. No parents or children will have access to the building before this tie unless it is an emergency (i.e. First Aid) and then they will be accompanied by a staff member.

## **Opening of the session**

The lead practitioner will open the main entrance door as close to 08:45 as possible. The lead practitioner will stand at door to meet and greet until the last parent is in. Parents are asked to leave as quickly as possible using the same door

– with release button. Children arriving for the afternoon will be escorted from gate and those leaving at 11:45 will also be escorted to the gate and collected by parents or nominated person. The gate will then be secured.

## **Closing**

Using the main entrance gate / door; parents will come into the classroom and will collect their children. The classroom will be vacated at 2:45 except those children who will require wrap around care. When locking up at 17:30 the lead practitioner must check all appliances (those that need switched off) and heaters are turned off. Lights off and all windows are secure and alarm set.

The intrusion policy must be followed in the event of an unwanted visitor refusing to leave the setting. Any problems with the room should be logged and reported to the manager.

**Please note that all staff should read and be aware of the MASH & LADO posters within the setting.**

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.