

Happy Faces Pre-school

Admitting Visitors

Policy Statement

This setting believes that the health and safety of 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. Our doors are fitted with keys and locks. The garden gate is also fitted with a padlock which is kept locked.

Procedures General guidance

During a session the lead practitioner should be aware of any visitors admitted into the preschool. Visitors must sign in, wear a visitor badge, and follow our mobile phone policy. Visitors should be accompanied at all times by a member of staff.

Identification badges

These must be checked and entry may be refused to unknown persons. Where an unknown person or unwanted visitor is present outside the setting, initial contact may be made over the gate, in order to safeguard the children and practitioners 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 the session.

Using the entrance gate - Parents/Carers and children wait in the car park area, outside our main gated entrance. No parents or children should be let into the building before 9.15am unless it is an emergency (i.e. First Aid or access to the toilet) and should be accompanied by a practitioner. The session/gate/door will be opened by a member of staff as close to 9.15 am as possible and 12.30pm for the afternoon session. One practitioner is to remain on the main entrance until the last parent has left the preschool, this practitioner then locks the gate, checks that the bell is working and locks the door.

End of the session

Using the entrance gate - Parents/Carers wait in the car park area, outside our main gated entrance. Entrance gate/doors are opened at 12.15pm for the morning session and 3.30pm for the afternoon session. Children are called by a staff member to their parent. A member of staff waits on the door until all parents/children have left.