



Exit/Entrance Policy Policy No.3C

The safety of the children is considered to be our highest priority at all times

Procedure

- In the mornings the entrance gate is opened to parents arriving with their children by a member of staff who supervises the gate until parents have left the premises.
- Children are not allowed access to the outdoor area until the register has been taken and a member of staff has ensured the gate is locked.
- Visitors should press the doorbell and a member of staff will go to the gate to speak to them.
- Visitors will be identified, before staff allow entrance- ensuring that no child is near the gate or exits the premises. That member of staff must ensure the gate is locked once the visitor has entered.
- Visitors will be asked to complete the visitor's book on entry and the time of exit will be noted. They will be given a visitor badge to wear.
- Unless by previous arrangement, all parents/ carers should collect and drop off their children at the designated times.
- At the end of the day, a member of staff opens the gate for parents and uses extra vigilance to ensure children exit safely.
- A list of adults permitted to collect children is noted on the child's admission form. In exceptional circumstances, where there is an emergency and a named adult cannot collect, parents/carers may agree a password to use between the staff and the person collecting the child to confirm identity.

This policy was adopted at a trustees meeting of	Battle Pre-School Playgroup
Held on	12th September 2024
Minute Reference	Sept24 Item 10
Date to be reviewed	September 2026



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