



# Stepping Stones

## Arrival and Departure Including Visitors Policy

### **EYFS Requirement**

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.61)

### **Related Policies**

Child Protection Policy  
Risk Assessment Policy  
Smoking Alcohol and Other Substances Policy  
Mobile Phone and Camera Policy  
Information and Records Policy

### **Legislation**

Working Together to Safeguarding Children  
Children Act 1989  
Children Act 2004 (Every Child Matters)  
Children Act 2006  
Health and Safety at Work

### **Introduction**

The security of the premises for the children and staff is of paramount importance at Stepping Stones Day Nursery. We have strict procedures in place for checking the identity of visitors.

### **Registers**

All children must be signed in and out of the building on the register by a qualified member of staff. All registers will be checked throughout the day by the Room Leader.

All staff, students and volunteers must sign in and out in the signing in book which is located in the entrance area of the nursery.

### **Front Door**

This door is only to be used by adults. It has a bell with an intercom system connecting to the toddler room. If the bell rings, staff will ask over the intercom who it is and why are they here. If this cannot be identified then staff will not buzz them in to the building. The member of staff must go to the door in person to ask for clarification. If the member of staff is still unsure the person will be left outside with the door closed and the situation will be referred to management. Students must never answer the door or let anyone in to the building.

## **Back Door**

This is the entrance we use for the children. It has a bell and when the bell rings a member of staff will go and answer the door. The door must be locked at all times. If a member of staff is unsure about a person then they must ask for clarification. If clarification cannot be sought then the person will be left outside with the door closed and the situation will be referred to management. Students must never answer the door or let anyone in to the building.

## **Visitors Procedure**

- On arrival a member of staff will check identification before allowing them to enter the building
- The visitor will sign in the visitors book stating their name, organisation, time of arrival and the reason for their visit
- The member of staff will then ask the visitor to turn off their mobile phone while they are in the setting
- On departure the visitor must sign out of the visitors book
- Visitors to the nursery will never be left unsupervised near the children, they will always be accompanied by a member of staff.

## **Visitors**

At Stepping Stones we have a password system in place for people that are picking up children who are not known to the nursery. The passwords are kept at the back of each register and in the office. Parents/carers will always be contacted if we have not been notified that someone else is picking up their child. If parents/carers cannot be contacted then the child will not be released until contact has been made.

We do not allow children to be collected by individuals who are under 16 years of age and we will not release a child in to the care of an individual who is under 16 years of age.

In the event of a person coming to collect a child who is under the influence of drugs or alcohol then we will refer to our Smoking, Alcohol and Other Substances Policy and follow the correct procedure.

Visitors are made aware that they are not permitted to use their mobile phone on nursery premises when they arrive. There are notices around the nursery that advise visitors of this.

Children are not permitted to walk alone to and from our setting.

All staff are made aware of any visitors that we have in the building when they arrive

Visitors will always be accompanied in and out of the building by a member of staff.

This policy was reviewed in; May 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; May 2015