



ENTRY/EXIT TO THE BUILDING POLICY

EYFS Requirement

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

Related Policies

Safeguarding
Risk Assessment
Induction Checklist for Parents
Staff Induction
Staff Recruitment, Induction and Supervision
Partnership with Families
Personnel

Legislation

Working Together to Safeguarding Children
Children Act 1989
Children Act 2004 (Every Child Matters)
Children Act 2006

Entry and Exit to the Nursery

When Parents/Carers are first being inducted to the Nursery, They are informed that they must come in to the building and leave using the door with the ramp when they are accompanied by a child, however when they are leaving alone they can use the other door which means they can let themselves out. They are also informed that they must NEVER open the door to let anybody into or out of the building at any time. This is the responsibility of nursery staff and Parents/ Carers are required to sign an induction form to say they fully understand this.

The building is to be kept securely locked at all times and only known Parents/Carers or visitors with appropriate identification to be allowed onto the premises at any time.

Parents/Carers and Visitors are accompanied through the building at all times with no exceptions.

Any person not known to the staff or identified through parents/carers password system will be asked to identify themselves and remain outside until management can verify their identity.

This policy was reviewed in; June 2014

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

Date for review; June 2015