

# **WHITLEY LODGE UNDER FIVES**

## **DOOR CONTROL PROCEDURES**

### **Statement of Intent**

It is our intention to ensure the safety and security of all children during their time in Pre-school. We are aware that arrival and departure are times when children could be at risk.

### **Aim**

Our Pre-school aims to ensure that by adhering to strict door control procedures, the safety of the children is maintained at all times, particularly at vulnerable times like arrival and departure.

### **Method**

#### **Arrival**

1. The inner door will remain closed until 9.00am or 12.35pm.
2. At 9.00am or 12.35pm a member of staff will open the outer door to allow entry of the children one at a time. The inner door will then be opened and a different member of staff will guide the child into the classroom. A member of staff will remain at the outer door until all the children have arrived, opening and closing the door as parents drop off their child.
3. When all parents have left a member of staff completes the outdoor risk assessment and ensures gates are locked.
4. Late arrivals will have to ring the Pre-school's number for entry
4. The register must be completed straight away and checked by another member of staff to avoid error. Total numbers of children and staff should be entered in the register.
5. Staff will register in the staff wages/attendance book.
6. Parents/carers should inform the 'door person' who will be collecting their child if it is not themselves. This should be someone whose details have been given on the child's collection form. Ideally parents/carers should introduce this person to staff but if this is not possible information should be given to help staff establish this person's identity and a password.

#### **Outside area**

1. One member of staff will complete the risk assessment on the outside play area, and ensure the selected play area is secure. (see point 4 above)
2. When using the far play area the children will line up inside holding the rope. Staff members will hold onto the front and back of the rope and the children are counted before leaving the building.
3. Any other members of staff will escort the line as it goes across to the play area.
4. The Leader will ensure that the "grab bag" containing keys, the register, the phone, mobile phone, tissues, visitors book, registration file and checklists is taken outside along with the locked medicine box.
5. The person at the front of the rope will make a headcount as the children enter the play area.

6. The gate to the outside play area should be secured to ensure the children are safely contained.
7. When using the outside classroom staff are deployed to ensure ratios are maintained.

### After Playtime

1. After being in the far play area the children line up and hold the rope with one member of staff at the front and back of the line. The person at the front of the rope will carry out a headcount and the person at the back will collect the 'grab bag' and medicine box.
2. The person at the front of the line should also count the children as they enter the building.
3. After using the outside classroom all children are counted back into the building.
4. After making a final check to ensure all the children have entered the building the person at the back of the line will enter Pre-school and close and lock the door behind them ensuring that the outside door alarm is on
5. A head count of children will be carried out as they assemble on the carpet for songs and stories.

The staff would be grateful if parents/carers arriving to collect children would wait on the public pavement outside the school perimeter (tall black gates) until they see playgroup's door open at 12.00. This is for the safety of the children who are taken to school nursery by a member of playgroup staff.

### Departure

1. The outer door will remain fully locked until the end of the session.
2. At the end of the session, 12.00noon or 3.05pm, one member of staff will remain with the children on the carpet to supervise them. One member of staff will open the outside door and allow the parents/carers to enter the main room. The Leader will call the children's names as their parent/carer arrives. (If only two members of staff are present the Leader will supervise the children and call the children's names as their parent/carer arrives.) Staff will remain at their posts until all children are collected.
3. If someone unknown to the Pre-school staff comes to collect a child, the Leader will check that child's collection form to see if that person is listed and ask a question to establish that person's identity and/or ask for the password. If there is any doubt the Leader will ring the parent to confirm that collection by that person is approved.
4. The member of staff on the door will ensure that no child leaves unaccompanied.

### Visitors

1. Visitors will be asked for identification.
2. All visitors will be required to sign in and out of the Visitor's book.