

## Twinkles Preschool

### Door Procedure

#### Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### Procedures

Children's personal safety:

- We ensure all employed staff have been checked for criminal records via an enhanced CRB.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security:

- Systems are in place for the safe arrival and departure of children, there is always a senior of staff on the main door to greet the children and parents at the start and end of the day when they arrive and depart.
- The register is taken first thing every morning to record children's arrivals by a member of staff in the hall and a senior of staff stands at the main door when children are leaving to ensure they are collected by the correct person and are safe.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in the staff room.

This policy was adopted at a meeting of	Twinkles Pre-school	<i>(name of provider)</i>
Held on	January 2022	<i>(date)</i>
Date to be reviewed	January 2023	<i>(date)</i>
Signed on behalf of the provider	Juliet Olaniyan	
Name of signatory		
Role of signatory (e.g. chair, director or owner)	Owner	

#### Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)