

SECTION 3

General Welfare Requirement: Suitable premises, environment and equipment.

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

HEALTH AND SAFETY

PROCEDURE FOR ENTERING

AND LEAVING THE

PRESCHOOL- NURSERY

POLICY STATEMENT

The safety of the children attending the Wishing Well is paramount and to ensure that no stranger is allowed into the setting and that no child leaves the building unaccompanied; the following procedure must be adhered to at all times.

EYFS key themes and commitments

1.3 Keeping safe	2.2 Parents as partners	3.3 The learning environment	
		3.4 The wider context	

Procedures

We would request that any parents/carers or visitor who enter or depart the setting to follow the rules below:

- Parents are not allowed to open the front door to others
- The front door/ fire exit must only be opened by a member of staff
- Do not be offended if you are questioned about your identity
- The arrival/departure time of each child must be recorded in the register by a member of staff; so please ensure that staff are aware of your arrival and departure
- Ensure that the front door is closed behind you, fire exit door is fully closed and that you do not allow anyone else access to the setting
- Ensure that no other child leaves the setting with you
- If another parent arrives as you are leaving please contact a member of staff so that their identity can be verified

Policy updated January 2017