**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 each room 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.

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| This policy was adopted at a meeting of | Jack and Jill Pre-school | *(name of provider)* |
| Held on | August 2023 | *(date)* |
| Date to be reviewed | August 2024 | *(date)* |
| Signed on behalf of the provider | Laura Collier | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) | Chair | |

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

* Safeguarding Children (2010)