

8.0 SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

8.1 PREMISES AND SECURITY POLICY

- Door at the front of building to be kept locked at all times and door bell in use.
- Kitchen door to be shut at all times.
- Back door to be open to allow children access to outdoor play area, under staff supervision.
- Side door (Fire Escape) to be kept shut at all times.
- Gate on play area to be kept double locked.
- All staff to wear Teddy Bears uniform consisting of t-shirt in summer and sweatshirt in winter.
- Visitor's book kept on the desk in the main hall, with details of names, purpose of visit and arrival and departure times.
- Staff to be made aware of any visitors to the premises, these visitors must sign the visitor's book.
- Fire Evacuation Procedure is displayed.
- Staff and visitors to enter and leave building through the front door.
- Parents/carers and children to enter and leave through the front door.
- On arrival, child to collect name card from personal drawer and affix to self-registration board. Staff member to update manual registration record daily. Children to await their parents/carers arrival before then removing name card from self-registration board to return it to their drawer.
- Written permission (Collection Form) to be obtained from parents/carers where children to be collected by another adult and records kept with child's personal file
- Absence and Holiday Form to be completed if the child is absent.

This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair