

Managing Access Policy

The Statutory Framework for the Early Years Foundation Stage (2017)

'Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable (Section 3: 3.9: p18-20)

The section of the Childcare Register relating to this policy is: CR5.1-CR5.3

The company system is as follows:-

- All external doors, with access to the public, are inaccessible requiring a key to open from the outside. They are never left ajar/open unattended or on 'the catch'.
- A doorbell system is used to inform staff.
- External rear gardens/grounds are secure and support Fire Safety regulations.
- External garden gates are kept locked and keys are located in the 'Key Cupboard' at each site or a combination code is known by several employees.
- A 'Main Diary' system is implemented at each site to record any planned visits detailing their full name, organisation/purpose of meeting, whom the visits for & time of visit. All staff are encouraged to refer to/update diary daily. This is ticked to verify the meeting took place.
- Visitors to the setting are required to produce identification and once their identification has been verified are allowed access into the building.
- Visitors are required to sign in and out of the visitors section in the signing in book located in the entrance / office.
- Identification is requested off all 'industry' visitors in the form of ID badge/card.
- Staff sign into and out of the setting by filling in the staff time sheet book.
- Visitors are NEVER left unattended with children (pre-arranged Maintenance visits will be advised by The Chief Executive/Group Estate Facilities & Utilities Manager and unchecked workers will never be left alone with any children. Wherever practical regular maintenance workers will be DBS checked also.)
- Nursery children's arrival and departure times are recorded on the room's daily register by the staff. Parents are to sign in their children.
- Club children's arrival must be signed for by parents, with the exception of over 8's who can sign themselves in. Staff will always mark times of arrival and departure. Holiday club children's arrival and departure times are recorded on the room's daily register by the staff and parents must sign them if in under 8 years old.
- A child will not be allowed to leave the premises with anyone other than the child's parent / carer. In the event that a designated emergency contact needs to collect the child, a password system will operate to ensure the designated person collecting the child has such authority to do so in addition to the person having personal identification which is checked by the manager or deputy manager.

- Under no circumstances will a child be allowed to leave the nursery/club on their own or with a person under the age of 16.
- Children in the club are visually supervised to get into the right car in the car park when parent's make a direct request that they are sent out of the setting to the car.

In the following 'Scenarios' the company procedure is as follows:-

1. A parent informs a staff member that their child will be collected by someone that the Nursery/Club are not familiar with.
 - If possible we will invite them to visit us beforehand to be introduced to the staff team
 - If this is not possible, we require, their full name/address, photo ID on arrival, and secret password (password to be entered into First Steps)
 - This information will be circulated to Management and senior staff
 - The child concerned will NOT be released to the person until all criteria have been met
2. A person you do NOT recognise approaches to collect a child (NOT informed by the parent beforehand).
 - NB The person will NEVER be left alone in the building
 - Staff member will take persons full name and relationship to the stated child then leave them outside the building, explaining that this is our security procedure when we haven't been informed by the parent of a 'pick up' by someone other than a recognised carer. A member of Management will contact parent by telephone to verify collection, reminding them of our procedure
 - In the event that the parents cannot be contacted then the Emergency Contact number will be telephoned
 - The child concerned will NOT leave the premises until all criteria have been met
3. An unknown person approaches the Nursery/Club to be shown around....
 - WITH appointment
 - a) Staff will answer door with a smile- greet and ask "How can I help you?"
 - b) The persons full name, time/nature of visit will be asked for
 - c) Staff should politely ask person/s to wait on the doorstep, reassuring them that the wait will be minimal and the Manager will approach shortly. All details should be feedback to Manager by Staff member
 - d) Manager verifies appointment in diary and ticks it, confirms to person their full name, asks for child/rens ages for security purposes (info noted in diary)
 - e) Visit resumed

- WITHOUT appointment
 - a) Staff will answer door with a smile- greet and ask “How can I help you?”
 - b) The persons full name, nature of visit will be asked for
 - c) Staff should politely ask person/s to wait on the doorstep, reassuring them that the wait will be minimal and the Manager will approach shortly. All details should be feedback to Manager by Staff member
 - d) Manager/Staff conducting visit asks the person to complete the ‘Visitors section in the signing in Book’ explaining its part of our security procedures
 - e) Visit resumed

- 4. Person you do NOT recognise approaches the Nursery/Club to look around but staff have concerns
 - a) Staff will answer door with a smile- greet and ask “How can I help you?”
 - b) The persons full name, nature of visit will be asked for
 - c) Any concerns – staff should politely ask person/s to wait on the doorstep for Manager, reassuring them that the wait will be minimal and the Manager will approach shortly
 - d) The door will be securely closed
 - e) Manager promptly informed
 - f) Manager approaches with another member of staff
 - g) Follow procedure for ‘suspicious person’ (see below)

- 5. Suspicious person is located.....
 - a) Just outside Nursery grounds
 - Management should be informed promptly
 - ‘Suspicious person’ approached by Manager (with another member of staff) Ask “Can I help you?”
 - Any further concerns inform police immediately

- b) Within Nursery grounds

They are TRESPASSING – Contact Police immediately!

Review of Policy

This policy is reviewed annually.

Review date – Dec 2021