



## St Christophers Playgroup

### 1.9a Door Policy Church Hall Site

#### 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

**1. The Main Door to the premises.**

- The door is locked throughout the session.
- While children are entering the building at the start of the session and the door is unlocked a member of staff will stand in the foyer to prevent a child coming back out of the building.
- Once all children have arrived the member of staff in the foyer locks the door and places the key on the hook above the door. The door is then checked by another staff member before the children go into the main hall.
- At the end of the session a staff member will stand by the main door to greet parents and to prevent any child leaving without their parent/carer.
- Only a staff member can unlock or lock the main door as they are aware of procedures for visitors attending the setting.

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	May 2019	(date)
Date to be reviewed	May 2020	(date)
Signed on behalf of the management committee		
Name of signatory	Sarah Fricker	
Role of signatory (e.g. chair)	Chairperson	

