



St Christophers Playgroup

1.9 Door Policy and Morning Drop Off and Pick Up Procedures

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 main door to the building is locked throughout the session when children are on site. We have a hook and eye latch at the top of the door for extra security.
- There is a member of staff on the door and one in the foyer in the morning when children are entering the building for the playgroup session. This is to prevent children from leaving the building and anyone unauthorised entering.
- Once all the children have arrived the member of staff on the door locks the door using the knob and hook and eye latch.
- At the end of the session a member of staff will unlock the door at the end of each session and hand the children over to their parent.
- Parents do not usually come into the building at drop off or pick up unless there is a reason to, e.g. their child is settling in, child is poorly etc.
- If a parent is unable to collect their then staff will only allow those authorised by parents to collect and they must know the password. This is set by the parents on the child registration records.
- Only a staff member can unlock or lock the main door as they are aware of safeguarding procedures and the procedures for visitors attending the setting.
- All visitors must sign in on arrival and made aware that only a member of staff can let them out. They must not open the door themselves to prevent the door being left unlocked.

2. Morning Drop Off Procedure

The procedure for dropping children off in the morning is as follows:

- Parents to line up outside with their child until 9am when the main door is open
- Children to be handed over by parent to member of staff just outside the door
- We will only allow parents in if necessary, such as parents settling new children
- Another member of staff will be inside the foyer and will send all children straight into the big hall as they come in instead of children going to hang up their belongings
- The hall doors will be shut as children go into the main hall
- Children will wash hands as they come in
- At 9.10 once the majority of children have arrived the main doors will be locked and children will go into the cloakroom to hang up their belongings. Then return to the big hall to play.
- If a parent wishes to speak to a member of staff at drop off please mention to the staff member outside and we will get someone to come and speak to you as soon as someone is available. Alternatively contact us by text, email or phone before the session.
- Children who may arrive later to Playgroup will be given access by a member of staff who will relock the main door afterwards

3. Extreme Weather Conditions

We will continue to open up the small hall to parents in bad weather conditions.

- Parents can come in from 8.45 and wait with their child.
- We take no responsibility for your children before the session starts at 9am and are not liable for any incidents during this time
- On these occasions staff will come to the small hall and escort the children there into the big hall.
- Two members of staff will be in the door/foyer area to monitor who is coming in and out of the Building
- Any children arriving at the usual time will be sent straight to the large hall as on other days and the same procedure will follow.

4. Pick Up Procedures

At each pick up time (12pm, 1pm and 3pm) the procedure is as follows:

- A member of staff will be on the door
- Another member of staff will help children to collect all of their belongings and will take them to their parent once they have arrived to collect
- If someone new comes to collect a child then we will ask them for the password and their name the first time they come as a security check
- The main door is locked at the end of each pick up
- Children not being collected remain in the big hall

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	March 2023	(date)
Date to be reviewed	March 2024	(date)
Signed on behalf of the management committee	KJCookes	

Name of signatory

Karen Cookes

Role of signatory (e.g. chair)

Manager
