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 children 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.

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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. Or 8.30am for those opting for early drop off.
- 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. **Pick Up Procedures**

At each pick up time (12pm, 1pm,3pm and 3.30pm) 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 with a member of staff

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair)	Manager	