

ANSWERING THE DOOR AND THE COLLECTION OF CHILDREN POLICY

To ensure the safety of all children and staff the following procedures will be adhered to:

Answering the door

The person who answers the door, only a member of staff, will be able to see through the glass panel to identify the caller. If the caller is not known, identification will be required, i.e. name, reason for call, name of the person whom the caller is here to see, identity card. Before granting a caller access, authorisation will be sought from the person in charge and/ or confirmation of an appointment previously having been made.

In any event no unidentified person will be granted admission into the Nutkin's rooms.

Authorised collectors

Each child is required to have at least two authorised collectors; preferably four. Parents are asked to provide names, work, home, mobile telephone numbers and an emergency password. Emergency numbers will be contacted in number order if contact not made.

Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the pre-school of this, a password has not been given (as recorded on the registration form) then the parents permission must be obtained before handing a child over.

All staff should be aware that due to court orders some children are not allowed to come into contact with members of their own family. In such circumstances a register will be kept of each child and the names of those family members with whom the child is forbidden contact. If one of these family members should call they must not be granted access, an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Please note:

We are unable to refuse admission to an officer from the Environmental Health Department or an Inspector from OFSTED; however identification and verification will still be required before entry is permitted.

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by