

Linton Granta Playgroup Admitting Children and Visitors Procedure

The front door is fitted with a dead lock latch and a key pad and a barrel lock. There are two fire doors with push bars. Room 2 can be opened with key from outside.

General guidance

During a session the front door must not be opened to let someone in without the knowledge of the management team.

Any visitors admitted into playroom 1 during a session must sign in and wear a visitor badge. This includes staff from LVC, the Sports centre, Granta School, committee members and other agencies.

Committee members must never let themselves in during a session and should ring the door bell and wait to be admitted.

Students at LVC or Granta School should never be admitted during college or school hours. Where children of practitioners need to make urgent contact with their family, they must follow the school procedure of communication via the school office to the play group mobile phone.

Identification badges

These must be checked and entry maybe refused to unknown persons.

Where an unknown person or unwanted visitor is present outside the setting, initial contact may be made through the side window, in order to safeguard the children and practitioners with in.

The intrusion policy should be followed in the event of an unwanted visitor refusing to leave the setting.

Opening up

The front door will be unlocked by a member of the management team as close to 9am as possible. Practitioners are then able to enter the building using the key pad.

No parents or children should be let into the building before 9.30am unless it is an emergency (i.e. First Aid or access to the toilet) and should be accompanied by a practitioner.

Opening the session.

The session will be opened by a member of the management team and one other practitioner as close to 9.30am as possible. One practitioner is to remain at the front door as a welcoming "meeter and greeter" until the last parent has left. They then ensure that the door is pulled firmly shut.

End of the session

As above, but the children must remain seated on the rugs until collected by parents or nominated person at 12 noon, or 1pm for extended sessions.

Closing

The mobile will generally be locked shut at 1.15pm. The last person out must check that all appliances (except the fridge) are turned off, lights are switched off (including toilets and store cupboards and windows and fire doors are secure.

The barrel lock must be used.

Thank-you for your cooperation December 07

This policy was adopted at a meeting of

Linton Granta Playgroup and Toddlers Committee

Held on (date)

4/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date)

By December 2008

Linton Granta Toddlers Admitting Children and Visitors Procedure

The front door is fitted with a dead lock latch and a key pad and a barrel lock. There are two fire doors with push bars. Room 2 can be opened with key from outside.

General guidance

During a session the front door must not be opened to let someone in without the knowledge of the management team.

Any visitors admitted into playroom 1 during a session must sign in and wear a visitor badge. This includes staff from LVC, the Sports centre, Granta School, committee members, toddler group visitors and other agencies.

Committee members must never let themselves in during a session and should ring the door bell and wait to be admitted.

Students at LVC or Granta School should never be admitted during college or school hours. Where children of organisers or toddler parents need to make urgent contact with their family, they must follow the school procedure of communication via the school office to the play group mobile phone.

Parents visiting the toddler session in Room 2 must use the side door and be greeted by the session organiser and asked to sign in and be given an information leaflet if new.

Identification badges

These must be checked and entry maybe refused to unknown persons.

Where an unknown person or unwanted visitor is present outside the setting, initial contact may be made through the side window, in order to safeguard the children and practitioners with in.

The intrusion policy should be followed in the event of an unwanted visitor refusing to leave the setting.

All official visitors should be admitted through the front door.

Opening up

The front door will be unlocked by a member of the management team as close to 9am as possible. Practitioners are then able to enter the building using the key pad.

No parents or children should be let into the building before 9.30am unless it is an emergency (i.e. First Aid or access to the toilet) and should be accompanied by a practitioner.

Toddler Group Organisers must come in through the front door and sign in in Room 2 before 9.30 whenever possible.

Closing

At the end of the toddler session the room must be left clean and clear for extended session, ideally by 11.45. Any problems with the room or garden should be logged with the duty manager.

The mobile will generally be locked shut at 1.15pm. The last person out must check that all appliances (except the fridge) are turned off, lights are switched off (including toilets and store cupboards and windows and fire doors are secure.

The barrel lock must be used.

Thank you for your co-operation
September 2007

This policy was adopted at a meeting of

Linton Granta Playgroup and Toddlers Committee

Held on (date)

04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc..)

To be reviewed on (date)

By Dec 08