



ELEPHANT PARK ENTRY & EXIT PROCEDURES

Policy Statement

This policy was adopted by Tigers Childcare in April 2022.

Aim

This policy addresses the entry and exit procedures in place at Tigers Childcare, Elephant Park.

Objectives

At Tigers Childcare we believe in having an open-door policy for the parents whose children attend the service. We wish for parents to have access to the building at any time throughout the day. We believe this open-door approach is beneficial to building trust and partnerships with the parents and children attending our service.

While having an open-door policy is important to us, it is equally important that the building is secure and safe for the children and our colleagues. The following procedures are in place to ensure their safety.

Procedures

Key Fobs -Families

- Once a child has successfully completed their settling in period, their family will be issued with entry fobs to the building.
- Fobs will only be issued to the guardian listed on the booking form. This is the only person who is authorised to use the fob.
- A fob should not be passed on to anyone other than the person assigned the fob in our system.
- When a fob is assigned to a parent/guardian, they will be asked to sign a fob release form. The fob release form explains that this fob is only for their own personal use.
- A maximum of 2 fobs can be authorised per family.
- If a parent/guardian wishes to have a fob allocated to a person who regularly collects their child but is not a guardian, they must put this request in writing and a fob guardian waiver must be signed. Only when this is signed and approved by the manager should the fob be assigned to the third-party collector.
- Fobs are not assigned and should not be passed on to any unregular or unauthorised collector.
- If a fob is lost, parent/guardians must let the management team know immediately. This is important as the fob will need to be deauthorised from entry.
- Failure to notify the management team of a lost fob is a serious offence and can see you excluded from the fob entry system.
- Lost fobs can be replaced at £30 per fob.

It is important that families understand our need to safeguard children and families. If our fob policy is breached in any manner this may lead to parents/guardians not being

reissued with a fob and having to use visitor procedures in order to gain access into the building.

Key Fobs -Colleagues

- Colleagues will be issued with a fob on their first day of employment at the nursery.
- A fob should not be passed on to anyone other than the person assigned the fob in our system.
- When a fob is assigned to a colleague, they will be asked to sign a fob release form. The fob release form explains that this fob is only for their own personal use.
- If a fob is lost, colleagues must the management team immediately. This is important as the lost fob will need to be deauthorised from entry.
- Failure to notify the management team of a lost fob is a serious offence and will invoke disciplinary procedures.
- Lost fobs can be replaced at £30 per fob.

It is important that colleagues understand their duties in terms of both safeguarding the children in our nursery and ensuring the health and safety of all occupants of the nursery.

Keypad Entry on Floors

In addition to our fob entry system, each floor has a keypad entry system.

- Families will be sent the key code bi-weekly through Child Paths.
- This key code should not be shared with anyone – this is extremely important.
- Failure to comply with this will mean that you will not be issued with pin codes and will have to use the visitor system of entry.
- Continued breach of our entry policy may lead to exclusion from the service.

Visitor Entry Procedures

- Generally, a visitor will have made a prior appointment.
- Visitors must call the nursery via the buzzer on the door external to Tigers Childcare.
- They will be asked to verify their identity and confirm who they are visiting.
- Once satisfied of their identity and reason for the visit, a colleague will let them enter the building.
- Visitors will be met by a colleague in the external lobby of floors 2 or 3.
- Visitors will be asked to sign in and a colleague will explain the procedures for the use of mobile phones and emergency evacuation.
- For clarity, use of mobile phones are not permitted at any time by visitors. Visitors will be asked to leave their phones in the manager's office or in a 'lock box'.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.
- Visitors must sign-out once they are exiting the building.



Covid-19

Although restrictions have been removed, it is important that keep safe. The following procedures outline the steps we are taking to mitigate the spread of Covid-19 in our setting:

- Parents must wear facemasks while in our service.
- One parent/person authorised to collect can enter the service to collect a child – multiple people must not come to drop-off/collect a child.
- In instances where there is a heavy flow of 'parent traffic' in the nursery, you will be asked to wait outside and a 'one-in, one-out' system will be in place.
- In instances where there is 10 or more confirmed cases of Covid-19 in the setting, our entry and exit procedure will revert to parents not being allowed on-site for a period of up to 5 days.

Communication Plan

A copy of all policies will be available during hours of operation to colleagues, and parents/guardians in the Policy Folder located in Tigers Childcare.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and staff will receive written notification of any updates either via email or Child Paths.

Related Documents

-

Review Date

Policy Created: April 2022

Policy Updated:

Policy Reviewed: Annually