



Answering door Policy

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

- The only people that are authorised to answer the door are members of the management team unless stated otherwise.
- All persons must be identified before entry to the setting. If the caller is unknown, they will be politely asked to wait outside while a member of management identifies them or is requested to identify them to determine their business with setting. If no authorisation is found, then entry to the preschool will be refused.
- If a member of staff feels threatened or is concerned about the safety of opening the door, use the intercom system to check who the person is.
- If a person is calling from a company and has an appointment, they will be asked to provide identification of who they are.
- Parents should not be letting in any person through the front door.
- All visitors must sign in and out of the visitor's book
- All visitors will be required to wear a visitor's badge/lanyard.
- The nursery has 24 hour CCTV coverage to see all aspects of the nursery, other than the toilet areas, staff room and office.