



Registered Charity No: 1130840
School Mead, Abbots Langley, Hertfordshire WD5 0LB

Unwelcome/Challenging Visitors to the Setting

Policy Statement:

It is paramount that staff do not put themselves or children attending Breakspeare Community Pre-School at risk when admitting others onto the premises.

EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures:

Only the main Pre-School entrance is to be used to let children/staff/visitors into the setting.

Staff will need to discreetly assess the situation for potential risk when admitting a person into Pre-School.

When answering the bell/door: look and speak to the visitor through the glass window.

If there is no risk the normal entry procedure can be carried out.

If there is any doubt the following procedure should be carried out to ensure the safety of children and staff.

- The fire shutter in the office is closed
- Staff will be notified to bring all children in from outside and the back door locked.

We would call 999 to request police assistance.

Any incident at the Preschool will be fully written down in the incident log.

Children at Preschool are only allowed to leave Preschool with adults that have been authorised by the child's parent/s. A password is obtained to prove that they are authorised.

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If there is any doubt a phone call to the parent will be made by a member of staff.

There are always two members of staff on the premises at all times.

A handle has been fitted to the inside of the door to enable staff to pull it shut as necessary.

There will always be two members of staff at the door to the Pre School monitoring arrival and departure at sessions.

This policy was adopted at a meeting of Breakspeare Community Preschool on:

Signed on behalf of the committee

Name:..... Signature:

Signed on behalf of the preschool:

Name: Signature:

This policy will be reviewed annually in May.

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