



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

Unwelcome/Challenging Visitors to the Setting

Policy Statement:

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

Coronavirus:

Under the coronavirus policy and changes, parents are not allowed into the building at drop off or pick up times. The intercom is used before any visitor/ parent is allowed to enter the building.

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.

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 Preschool monitoring arrival and departure at sessions.

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Should the event of an unwelcome visitor try to gain access to preschool during the arrival/ departure times the team member on the door will alert other team members with an agreed code word. Who will then follow procedures to safeguard children and staff.

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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