



Alexandra Park
Children's Learning Community
a personal learning journey together



Door Policy

It is the responsibility of every member of staff to make sure that nobody unknown to the staff and managers in the centre gains access to the building. This is to keep the children, parents and staff safe.

Procedure

- New members of staff must not open the door/buzz anyone in until they are familiar with most parents/carers of the children who attend their room. Room supervisors should guide new members of staff with this.
- Parents/carers wait in the porch one by one in order of arrival to wait for their child to be brought out by a staff member. Teachers must ask parents/carers which child they are picking up as confirmation. Teachers will ask for a password in case they cannot recognise them. No child can leave the building until this check has been made.
- If a member of staff cannot identify a person who says they are a parent coming to pick up a child, they must seek advice from other members of staff who may know the parent. Until another member of staff can identify that person, they must not be allowed into the building where children are. Ask the person to wait outside opposite the reception area until we are sure.
- If the person at the door is unknown, staff should do the following –
 - Do not buzz the person in, go directly to the door
 - Politely ask who they are coming to see/pick up. If the person is a prospective parent, ask them to wait outside in the reception area while the staff member finds the relevant member of the management team.
 - If it is someone from a company or official body, ask to see their ID. Check this and ask them to sign in the visitor's book. Ask them to wait outside in reception area until you find the relevant member of staff.
- Senior staff members are to write the names of visitors we are expecting in the visitors book at the main entrance. They should also include who the visitor is here to see and what time/date they are expected.
- Parents are asked to leave a password with members of staff in their child's room for when someone is picking up who doesn't usually pick up the child and who our team haven't met before. Staff members are requested to write this password in their room communication books and inform other members of staff in their room.
- No stranger must be brought into the children's rooms unless they are accompanied by a parent/carer, or who are verified by as a senior member of staff as a visitor.
- When buzzing a parent/carer in, staff members should make sure that if another person follows the parent/carer in (as we cannot see on camera sometimes), that these are known parents/carers/visitors/staff members.

- If a stranger follows a known parent/carer in through the door (as we have not seen them on the camera), a staff member should go into the corridor and politely find out the reason they are here, and follow the correct procedure for visitors.
- In the event of a staff member seeing a stranger in the building, a member of staff must politely ask who they are here to see/who they are accompanying /if they are a parent/carer. The staff member must always make sure they clarify that the reason for asking it to guarantee the safety of the children, staff and parents.
- The members of staff who open/close the building, must always make sure the relevant risk assessments are done and check the relevant doors have been locked/bolted. This includes the hall and kindergarten, laundry room and side doors.
- Staff must always leave/enter the building through the front entrance. None of the back doors should be used to enter/leave the building. The door next to the staff room must never be used and always bolted. The back entrance to the hall can be used for deliveries only. The laundry room door can be used to access the boiler room and the rubbish bins. The boiler room doors and the laundry room doors must always be bolted.
- If a member of staff is found using any of the back doors for any reason other than the above, they will face disciplinary action.

Date – March 2022

Signed Manager –

Review – March 2023

Signed Director -