

# Balmalloch Primary School and Nursery Class



## Safeguarding: Access Policy

responsi**B**ility

gr**A**ttitude

**BELIEVE IN YOURSELF**

hu**M**ility and forgiveness

persever**A**nce

**L**ove

**ACHIEVE YOUR GOALS**

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

**A Place of Enthusiastic Learning and Achievement!**

### **Arrival at nursery**

- On arrival at nursery entrance door, parents should ring the buzzer for a staff member to open the door.
- At 8:00am, 9:00am, 1:15pm an allocated staff member will open the doors and welcome the children.
- All parents/carers and children should enter into the cloakroom area prior to entering the playrooms.
- Parents will enter the playrooms and sign in their child.
- Parents sign their name and log the name of the person who will be collecting them. They are also asked to log the time of arrival at nursery.
- Children who are late also enter by the nursery door in the same manner by ringing the buzzer for a member of staff to come and let them in.
- Area 2 staff member will take the official register for all children.

### **Collection of children**

- Staff members check the signing in book for and changes to the named person for that day (all changes to the named person should be phoned in prior to the end of the nursery session by the parent and noted in the signing in book by a member of staff).
- Parents/carers will collect via the buzzer door and cloakroom welcome area.
- A staff member will open the playroom door and the parent will sign their child out before leaving.
- Children will sit with their own key worker at end of the session and key worker staff will mark each child out on the register.

**Procedures regarding unfamiliar adults collecting children from nursery**

- On arrival at the nursery, the parent/carer should inform a member of staff if some unfamiliar is collecting the child from nursery that day.
- Parents/carers will supply a password on their child's first day, this will be stored in the PPR (Pupil Progress Record). The unfamiliar adult should give this password to a staff member.

S Merrick

Early Learning & Childcare Principal Lead

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