**34 PREMISES AND SECURITY**

To ensure the safety of the children within the Pre-school the premises is checked when staff first arrive in the morning and a daily risk assessment is completed.

Fire exits MUST be checked and ensure they are unlocked and clear.

No children will be let into the building if the person in charge does not believe it is safe to do so.

All staff must be made aware of the daily risk assessment and must be shown how to complete and what to look for.

To ensure no one enters the building without staff being aware, the front door is kept closed and can only be opened by a member of staff.

Parents and visitors must press the doorbell to alert staff they are at the door, a member of staff must then release the door for them to enter the building.

If staff do not recognise the visitor, they do not let them in. They can communicate with them by going outside, if they then satisfied they can then let the visitor in. If not, they must not open the door and must then call the person in charge.

New staff must not open the front door to anyone for at least until end of probationary period or until they are completely familiar with all the parents.

Students/volunteers who attend the Pre-school must not open the front door to anyone not even they if recognise the person.

Parents are also informed that they must not let anyone in to the Pre-school.

**Visitors**

Any visitors (except parents dropping off and collecting their children) must sign in on arrivals and out when leaving the premises. Any visitors to the Pre-school with the exception of staff, children and parents must show ID on arrival.

All appointments for prospective parents, early years and outside agencies must be made with either the manager or deputy.

All staff must be aware of who they let into the Pre-school and of those using the grounds around the Pre-school. If they see anyone they do not know acting suspiciously this must be reported to the Pre-school manager. Parents must be made aware that they must not let unknown people into the Pre-school without alerting a member of staff. Also, ensuring they closed gates and doors behind them when entering and leaving.