Eldene Pre-School & Toddlers

01 Health and safety procedures

01.13 Entrances and approach to Eldene Pre-School and Toddlers building

- Entrances and approaches are kept tidy and always uncluttered.
- In public or shared buildings, staff ensure that members of the public cannot access areas used by children during sessions.
- All gates and external fences are childproof and safe.
- Main doors are always kept locked and shut.
- Where possible, entry phones and 'spy holes' are used in the main door at a suitable height. If CCTV is used, the setting manager adheres to 01.22 CCTV procedure.
- The identity of a person not known to members of staff is checked before they enter the building, or at the point they seek access to the area where children are being cared for.
- All staff and visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents/carers and to make sure that doors and gates are shut.
- Back doors are always kept locked and shut if they lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.
- Building works or other changes to the premises which may affect the space available to children and the quality of childcare available to them, must be notified to Ofsted.

This policy was adopted at a meeting with Eldene Pre-School and Toddlers Committee and Management

Held on 10th October 2025. Annual review is due October 2026.

Signed on behalf of Eldene Pre-School and Toddlers.

D.Tipping Dayna Tipping- Chair at Eldene Pre-School and Toddlers

A.Cummins Anna Cummins – Vice chair at Eldene Pre-School and Toddlers

N. Timbrell Nicola Timbrell – Manager at Eldene Pre-School and Toddlers