|  |  |
| --- | --- |
| Pavilion Pirates PreschoolBaden-Powell Lodge, Pavilion Road,Off Woodhouse Lane,Botley,SO30 2EZContact During Session:07769177701 | ***Registered Charity:1185950*** **2001-2021****20 Years*****Registered with Ofsted******Supported By******small for partnership publications*** |

**1.7 Entrance Policy**

**Policy Statement**

At Pavilion Pirates Preschool our main priority is safeguarding all the children in our care. We work in partnership with parents to provide a flexible and safe routine and door opening times. Our opening and collecting times are advertised in our prospectus and offer several options of dropping off and collection times.

**Procedures**

* Children to arrive or be collected at your chosen time.
* We require parents to adhere to their designated time or if unavoidably late please arrive at the next-gate opening time. If due to unforeseen circumstances, you will be late collecting your child, please telephone to advise staff and your child will be cared for until you arrive.
* We would ask parents to adhere to this policy, but do understand that there may be rare occasions that you cannot drop off and collect your child at the designated time (e.g. Doctor’s appointments). If such an occasion arises, please discuss with a member of the staff.

**Safeguarding**

* The member of staff on the gate is responsible for the safe arrival and departure of all children. **During main pick up times two staff members to be on the gate**.
* Once the gate is closed the member of staff will ask somebody to count the children for them. This is recorded on the white board in the hallway, and on the register.
* We also advise parents that they are responsible for their child’s safety once they leave the premises, and please ensure your child does not run into the carpark ahead of you.
* We request that parents do not leave any siblings unattended in the car when dropping off or collecting your child as this poses a safeguarding risk.
* If you ring the doorbell, please use the bottom door bell and ensure you are visible in the window. This is so the member of staff opening the door can identify you. If we cannot see who is at the door, the member of staff will go and get a colleague to come to the door with them, to ensure safety.

**1.7 Door Policy**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**