



Entrances and approach to the building

- Entrances and approaches are kept tidy and uncluttered.
- All gates and external fences are childproof and safe
- Front doors are always kept locked and shut.
- The identity of a person not known to members of staff is checked before they enter the building via a Ring Video doorbell.
- 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 setting door, gates and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- The back door is always kept locked and shut when the garden area is not in use.
- 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.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023