**Entry & Exit Procedure**

**Statement of intent**

Greendown Playgrouop is committed to the safety of the children in our care. We aim to offer practices and procedures to ensure the children of Greendown Playgroup are safe and protected. We want parents and carers to have confidence in the safety and protection of their children.

**Aim**

To have a secure procedure for the safe entry and exit of the children at Greendown Playgroup.

**Methods**

Greendown Playgroup is set in the grounds of Lydiard Park Academy, and the playgroup building is surrounded by a fence. In order to ensure the safety of the children we have the following procedures.

* The playgroup door is opened at the beginning of each session.
* The children enter the building with their parents/carers.
* There is a member of staff at the internal playgroup doors (yellow door am, blue door pm) whilst the external door is opened.
* Parents/carers must ensure their children go into the said rooms, from that point staff will be responsible for the children's safety.
* At the end of the session the parents/carers must wait outside the playgroup building and the children are brought out by a member of staff & given to the parent/carer.
* At all other times the External Playgroup door is kept locked, and entry is by doorbell only. The door is only opened by a playgroup member of staff.

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup