



Tickton Pre-school and Play Pals,
Signing into and signing out of the Setting Policy
– Families, visitors, staff and volunteers.
(Safeguarding).

Working in conjunction with the Early Years Foundation Stage Statutory Framework
(EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

This policy also meets with the statutory requirements of the Early Years Foundation 'providers must comply with the requirements of health and safety legislation' (including fire safety and hygiene requirements).

Policy statement.

All children, staff, visitors and adults attending Tickton Pre-school and Tickton Play Pals must sign in and sign out of the setting. Adults responsible for a child must sign their child into and out of the setting, stating name, time and date – this is completed on arrival, and on departure – completed on a parent record sheet.

Visitors must sign and complete a visitor's record – this must be signed by the staff member admitting the visitor (see visitor's policy).

A record of all persons present in the building (Tickton Pre-school and Play Pals) must be maintained at all times. As part of our duty to safeguard children and to ensure their safety we must have a clear record of all children, parents/carers, visitors and staff at the setting at any one time - to meet emergency evacuation regulations.

- All staff must sign in and out of the setting – noting the time and date. The staff register is located in the kitchen area.
- All visitors must sign in on a 'visitor's record sheet' and sign out when they leave.
- Staff must take responsibility for signing children into the setting with parents/carers on the daily register.
- Staff must take responsibility for signing out children when they leave in partnership with parents.

The setting register must be placed in the main entrance area by a staff member in play pals every day (this is to be over seen by the Play Pals co-ordinator).

Children can access play from the moment they enter the setting environment.

Staff must help children find their name label, coat peg and bag area as required.

The setting entrance must be secured at all times and never left unattended by a staff member. Only staff can let people into and out of the setting.