

Health and safety

6.11 Entrances and approach to the building

Entrances and approaches are kept tidy and always uncluttered.

All gates and external fences are childproof and safe

Front 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 in the setting, the setting manager adheres to 8.21 CCTV procedure.

The identity of a person not known to members of staff is checked before they enter the building.

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 and to make sure that doors and gates are shut.

Back doors are always kept locked and shut if they may 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.

This policy was reviewed on: 29/08/25 **and adopted by:** Discovery Vine Ltd

Date to be reviewed: August 2026 (or earlier if necessary)

Signed on behalf of Discovery Vine Ltd: *Lynda Garbutt*

Name of signatory: Lynda Garbutt

Role of signatory: Managing Director