



Bolton College Early Years and Pre-School Centre

Parent Access & Egress Procedure 2024-25



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1. Procedure

The following procedure must be followed:

Dropping children off to nursery: Parents will come to the main entrance of the nursery

- Hand sanitiser will be available for those using / visiting the nursery.
- Parents will sign the child in and explain the child's routine and report any issues or concerns and then leave the child with the key person at the inner nursery door in the foyer, unless the manager / deputy feels there is a need for parent to accompany the child into the main setting. The member of staff will check the foyer and entrance doors are fully closed and locked.
- When a parent /carer or visitor rings the main entrance buzzer, the Nursery Manager or Deputy will allow access via switch from the main office. Hand sanitiser is available for use on access and egress
- Any visitor other than parent / carer will report to the main office on arrival where their identification and purpose of the visit will be verified. Visitors will remain in the foyer area until the purpose for the visit is known. Once confirmation of identification and purpose are confirmed then they will be asked to sign into the visitor's book and escorted to the office to complete relevant paperwork held in the office's External and regular visitors' file they will also be taken to the main reception of the college to sign in there as an official visitor and will receive a visitors identification badge.
- A daily risk assessment will be carried out to highlight any problem that may arise with both entrance doors. If a problem is discovered, this will be reported by the Nursery Manager or Deputy Manager immediately to Facilities Department via the college helpdesk (intranet) or by phone call Ext: 2052 to request maintenance to attend. Any issue with the doors will be recorded and filed on the Problem Report Form. Doors will be manually manned until fully functional.
- The risk assessment will be carried out by the Nursery Manager before the start of each day and in the afternoon by the Deputy Manager as part of the daily risk assessments. The findings will be kept in the nursery office.
- The Nursery Management Team will inform all staff of any issue relating to the main doors to ensure that they are extra vigilant for security issues if the door is in the process of being repaired.
- Collections: Parents will ring the door bell and then go to the main entrance and their child
- and any of their belongings will be delivered to the foyer with a member of staff.