



Regent House Preschool

Security of Setting

Key holders to the building

- Caretakers

Individuals requiring access during the school day must sign in at the main school reception. The visitor will be given a visitor's badge which must be prominently displayed on his/her clothing or on a lanyard around his/her neck. The school receptionist will notify the Preschool staff of authorised visitors via telephone. Visitors/students/volunteers must sign the Preschool Visitor Book.

The relations of children can access the building via the main school reception.

Only staff may meet and greet a visitor and he/she must check the visitor is authorised.

The main Preparatory & Preschool door is to remain locked at all times.

A buzzer is fitted to the doors located within the Preschool & Preparatory corridor to notify staff when they are opened.

Outdoor play areas are fully enclosed and no vehicles are permitted in these areas.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:
14/05/23

Approved by BOG:
21/09/23