

# Barnes Summer Play School

## Child security policy

### **Child safety is our priority before all else**

- The school register is called in the morning when the children arrive and once more during the day.
- We are fully aware at all times of the whereabouts of everyone inside the premises due to the layout of the school.
- The big front doors to the premises are never left open or unattended when open.
- At **drop off time in the morning**, there will be a member of staff just inside the premises to sign the child in.
- At **pick up time**, you the known/named parent/carer will only be permitted to pick up your child unless you have let us know otherwise.
- It is **imperative** that we know who is picking up your child. Please tell us who this will be when you drop your child off in the mornings. We will make a note.
- It is inevitable and normal that other parents/carers will pick up your children on certain days. Please continue to do this. **We just need to know who this might be.**
- Please tell us if you need to pick your child up early and we will arrange for a member of staff to greet you at the door. Please use the door bell.
- Please tell us of any changes to your usual system in advance if you can – if there are changes during the day please call 07923 400319 to confirm this.  
We will do everything we can to make this process easy for you and we will accommodate you and your child wherever possible.
- The point to this is safety for your child – nothing less, so please be patient with us and the registration will run smoothly.
- Thank you!