

0.1 Health and safety procedures

01.13 Entrances and Approach to the Building

Our Aim

At Peekaboo Childcare, we want every family to feel welcome, safe and supported from the moment they arrive.

This procedure explains how we keep our entrances secure, organised and safe for children, families and staff.

Keeping Entrances Safe and Secure

To keep everyone safe:

- Entrances and pathways are kept tidy, clear and free from obstructions.
- All external gates and fences are child-safe and secure.
- Front doors stay security secured at all times, with staff controlling entry.
- Back doors stay shut unless they are being actively used and supervised.

Security Systems

- We use an intercom at the main door to our baby room and there is an intercom at the front gate, for use to the office and main nursery rooms
- We have CCTV in setting, which we follow strict guidance on (following our 01.22 CCTV Procedure) to ensure privacy and safety.

Staff always check the identity of anyone they do not recognise before allowing them inside.

Signing In and Out

For safety, safeguarding and fire regulations:

- All staff, visitors, and professionals must sign in and out when entering or leaving the building- This is done on our platform People Bunch.
- This ensures we always know who is on site and can account for everyone during an emergency.

Greeting Families

A staff member is always available during drop-off and pick-up to:

- open and close doors
- greet children and parents
- help with settling or transitions
- make sure gates and doors are securely shut

This helps us maintain a calm, safe and friendly environment.

Building Work or Temporary Changes

If building work or repairs require temporary changes in how families enter or leave the building:

- A risk assessment is carried out to ensure children remain safe.
- Alternative entrances/exits are clearly explained to parents.

Any planned structural changes that affect children's space or safety are reported to Ofsted, as required by EYFS registration guidelines.

Social Distancing (If Required)

If government guidance requires social distancing (for example, during a pandemic):

- A risk assessment identifies how to keep families spaced out.



- Measures may include one-way systems, queue markers, or staggered drop-off times.
Staff help manage the entrance area to avoid crowding.