



Tickton Pre-school and Play Pals, Deliveries and Unknown Persons at setting door Policy.

(Emergency Evacuation)

Run, Hide, Tell.

**Working in conjunction with the Early Years Foundation Stage Statutory Framework
(EYFS).**

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Policy: In the event of a delivery/package drop off being made and/or unknown persons at the door.

Safeguarding and promoting children's welfare.

- We must take necessary steps to safeguard and promote the welfare of children.
- Staffing arrangements must be organised to ensure safety and to meet the needs of all children.
- The setting must take necessary steps to prevent intruders entering the setting.

Policy: In the event of a delivery being made or unknown persons at the door.

All visitors MUST sign the visitors book. Remember that visits are likely to be pre-arranged.

In the event of a delivery, two members of staff must answer the door. The first to answer the main door and receive the delivery – the second to lock the internal doors (between the setting and entrance area) until the delivery has been made. The internal doors are only to be re-opened once the main entrance door has been re-bolted and locked (after the delivery has been completed).

Staff must support each other during delivery times, understanding that if help is needed to ask for it.

If a delivery man/woman needs to set up equipment etc. then they must sign the visitor's book and be accompanied by a staff member at all times. This would be by pre-arranged appointment.

If you are unaware of a delivery being made or the person at the setting entrance is unknown – check with the setting manager.

Delivery packages must be left in a safe place and not in the entrance area or in an area that a person could trip over.

Emergency evacuation:

If concerned by the actions or behaviour of an external person/s **shout 'hide'**. Hide – find cover if possible. Staff must take children to the nearest safest place. Try and place a substantial barrier between you and the attacker - idea location is staff store room, bar the door.

Call the emergency services 999

If you're able to evacuate and get as far away from the danger area as possible.

Follow all risk all setting polices regarding visitors and deliveries.

The kitchen door entrance must not be used to admit any visitors or deliveries, direct to the main entrance.

The door between the kitchen area and main setting must remain locked if no staff member is in the kitchen area.