



1.3 Signing in and Out Procedure

At The Learning Meadow safety is of the utmost importance to us. To ensure all staff and children are safe at all times, everybody who enters the nursery will register their time of arrival and departure.

Children

The times children arrive at the nursery are entered by a staff member through the ey log system which records the exact time and departure of each child.

At collection a staff member ensures the correct person has arrived to collect the child in line with the parents instruction recorded on the ey log system as to who has permission to collect the child. If someone different is collecting a photo and agreed password must be uploaded onto ey log before they are allowed to enter the nursery and collect the child. We have the right to refuse entry while we phone the parents to get verbal permission over the phone if someone arrives without a password.

Staff

Staff sign in and out in of the ey log system everyday .

Visitors

All visitors will be asked to sign into the ey log system as a visitor or if a regular visitor such as pest control through their own tab on the ey log system. The name of the visitor will be recorded in the setting diary and visitors are also allocated a numbered lanyard which is recorded in the diary. A visitor will be exempt from wearing a lanyard if it is deemed as interfering with their job i;e plumber. Our ey log system complies with GDPR regulations making all visits private.

If a fire alarm or lockdown alarm is activated all children, staff and visitors registers are held on all tablets using the ey log system. The deputy manager will ensure the register is correct once all children have arrived. The register is taken from a tablet at either the fire point or the area the setting is locked into.

This policy was adopted by	<u>The Learning Meadow</u>	<i>(name of provider)</i>
On	<u>August 2020</u>	<i>(date)</i>
Date to be reviewed	<u>August 2021</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Dawn Pirie</u>	
Role of signatory (e.g. chair, director or owner)	<u>Owner/Manager</u>	

Review record.



Date reviewed	comments	Sign and date	Next review
Aug 2020	Updated as we use the ey log system from September 2020		Oct 2021
Nov 2021	Updated to include ey log features		Nov 2022