



## 1.13 Entrances and approach to Central@RLK's building

- Entrances and approaches are kept tidy and always uncluttered.
- If part of the building is being used by the public, e.g., for Polling Day, staff ensure that members of the public cannot access areas used by children during opening hours.
- All gates and external fences are childproof and safe.
- The main reception door may remain unlocked but the main double fire doors are always kept locked and shut, when unattended.
- The identity of a person not known to members of staff is checked before they enter the building, or at the point they seek access to the area where children are being cared for.
- All staff and visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- Gates/doors are always kept locked and/or shut if they may lead to a public or unsupervised areas, unless this breaches fire safety regulations or other expectations.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.
- Building works or other changes to the premises which may affect the space available to children and the quality of childcare available to them, will be notified to Ofsted.