

## **Kindergarten and Parent and Child Groups Safeguarding and Health and Safety Around the Site**

All parents and carers who arrive at the site by car, please use the main site car park.

The site gates will be open at both entrances.

Parents and carers are asked, where possible, to go to directly to either the Kindergarten or to the parent and child group.

Please be aware that you will be responsible for the safeguarding and health and safety of your child/children around the site whilst walking to and from the Kindergarten area.

Please note that it is possible that parts of the site may be hired out to individuals, groups and organisations who are not involved with education.

Once you arrive at the appropriate building, you will be greeted by a member of staff. If you are staying for any length of time, you will be asked to sign in and out.

If a fire alarm goes off while you are on the site, please be guided by the staff.

Once you have completed your admissions forms, Kindergarten staff will have a record of who has permission to drop off and pick up pupils. If for any reason this needs to change, please contact Kindergarten or the main site urgently. We will continue to use the password system.

**Completed September 2018**

**Reviewed at least every 6 weeks or earlier if required.**