



Holland Park Pre-Prep and Nursery

Arrivals and Departures Policy

The security of all children and adults on our premises is of utmost importance. Both 5 and 9 Holland Road have a security code entry system and CCTV cameras. There is a security coded door from the street. There are two security coded entrances to the building: metal gate to external staircase and entry door to basement. There are two further coded internal doors, one from the ground floor entrance lobby to the office and Piccadilly Class, the other from the first floor staircase to the first floor classrooms.

For the properties to remain secure the main doors or gate MUST be kept closed during operating hours.

During times of arriving and departing at HPPN there is a higher security risk. In order to reduce these risks:

Arrivals

- Between the times of 08:15 - 08:45 a member of the Senior Leadership Team will be stationed at the front door for meet and greets.
- The member of SLT will buzz the appropriate class for the parent and a member of the team will come to collect the child from the outside waiting area.
- After 08:45 parents are encouraged to call their child's respective classroom and a member of the team will come to the outside waiting area to collect the child.
- Parents should call the office if there is no answer in the classroom.
- Parents should not let anyone else in behind them; all parents MUST be buzzed in.

Departure

- When picking up children, parents must buzz their respective classroom and wait in the waiting area outside.
- A member of the team will bring the child and provide a short handover of the child's day.
- If the waiting area is too crowded, please wait outside and come in when there is less traffic.

Further information

- Where necessary, frequent reminders are issued regarding arrival or collection times and any changes in these arrangements should only be made with the agreement of the Manager and Leadership Team.
- The staff member receiving the child immediately records his/her arrival in the daily attendance register.
- No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival or following a telephone conversation or email with the parent during the day to confirm collection. In this event, a security password will be agreed between the school and the parent, and the person collecting the child must give the correct security password before the school will hand over the child. If in doubt staff



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must check the person's identity by ringing the child's parent or their emergency contact number. We cannot use a child to confirm identity.

- Where children are not collected within their agreed contracted hours a late fee will be charged for each occasion of lateness.
- Visitors and delivery personnel will be identified before being admitted onto the premises and where necessary the Visitors' Book will be completed.
- Visitors will be greeted in person before being allowed entry to the main buildings.
- The security code for the school's main front door will be changed monthly or more often should the need arise.



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Date: October 2021
Reviewed by: Danny Webb
Next review due: September 2022