



## Signing In and Out Policy

### Policy statement

In order to ensure compliance with fire and Ofsted regulations, it is important that we adopt a policy for signing in and out of the nursery and playrooms.

This policy applies to all including staff, visitors and senior managers.

### Staff Timesheet

All staff are required to sign in and out daily using the Daily Staff In and Out on the family app where they record the time they arrive in the building and the time they leave the building. Staff must ensure they sign out if they leave the premises at any stage (for example, during a lunch break) and sign back in when they return.

They must also tick or cross to indicate if they have a mobile phone (or other device) that they are required to sign in and out, leaving the device in the designated area within the nursery.

### Playrooms

In order to evidence compliance with Statutory ratio requirements as well as to support other safeguarding requirements and good practice, staff and visitors are required to sign in and out of each playroom detailing the time they entered, and the time they departed the playroom.

This includes periods of time whereby a staff member may leave the room and they are not supervising children, for example, to access the toilet or to go on a lunch break. This must be recorded daily in each playroom on the Daily Sign In and Out Form (Playrooms).

Staff are not required to sign in and out if they are leaving the playroom and transitioning with children to the garden/outdoor areas, another playroom or the main reception of the nursery.

### Visitors

Visitors may include but is not limited to: personal tours, contractors, senior managers, tutors, staff from other nurseries within the group, owners, Ofsted and local authority personnel.

All visitors to each nursery are required to sign in and out using the Visitors Log with information detailed to be completed by the individual. For visitors who are not known to the nursery (for example, a family attending for a personal tour), identification must be provided and the form of ID checked detailed on the Visitors Log.

All visitors to the nursery must be informed of the company policy regarding mobile phones and other devices and these must be stored in the designated area within each nursery for the duration of the visit.

*Please note: parents/carers who are dropping off/collecting their child(ren) are not required to sign in and out.*

*At the discretion of the Nursery Manager where they deem it necessary, professionals (such as Ofsted Inspectors, Tutors from our recognised Apprenticeship Training Providers, Local Authority personnel) are permitted to retain a laptop or tablet type device on their person inside the playrooms, to enable them to carry out their duties.*

### In the event of an emergency

In the event of any emergency where evacuation is required, the person in charge must ensure they take the Daily Staff In and Out Timesheet completed for the day as well as the Visitors Log. These documents will be used to ensure all staff and visitors to the nursery have evacuated safely and may be required to inform emergency service in the event somebody may have been left behind.

### *Associated Documents:*



- *Visitors Log*
- *Daily Staff Sign In and Out Timesheet*
- *Family app team sign in and out*
- *Daily Sign In and Out Form (Playrooms)*
- *Mobile Phone Policy*