**Carlton Hill School Gate Policy**

Tarner has the advantage of having its own access to Carlton Hill school therefore staff are responsible for managing two gates.

This allows staff to transport children safely between two sites without having to navigate a busy road.

Being in a public park there are risks that must be always considered. Therefore, staff must always wear their ID badges and branded clothing to be identified from a distance and differentiated from other adults in and around the playground.

Vigilance around Tarner and School gates. There must be:

* A member of staff must have sight of the entrance gates and of everyone entering and leaving the school premises.
* EYFS children must always be with a play worker, especially when crossing the service road.
* Staff must always have a fully functioning Emergency phone with them when outdoors to allow for effective communication between staff.
* All adults approaching children when in our care must be met and questioned by a worker and asked to leave if not associated with a child.
* The two gates must be kept closed and always locked.
* Staff to ensure the children do not learn the padlock code.
* Staff to keep the key safe and return it to the key cupboard in the office.
* Children must be regularly reminded to stay together when moving from one site to another and to follow the Tarner rules to keep them safe.
* Staff must complete a register and do regular headcounts.
* Children must wear pink, fluorescent wrist bands outdoors. Staff to monitor this.

Reviewed and updated; September 2024

Date of next review; September 2025