

Arrivals and Departures

Arrivals and departures of children

It is the policy of the preschool to give a warm welcome and goodbye to each child on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

The child is immediately recorded in the daily attendance register. The leader on duty will take the register. Any specific information provided by the parents should be recorded, either in the communication book or if confidential discussed with manager.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is not to be collected by the parent at the end of the session, the collection procedure will be followed and this will be recorded on the form by the door. Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect child, the parent/carer will be contacted.

The staff in the group should anticipate the planned departure of the child. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child register must be immediately marked to show that the child has left the premises, along with the numbers on the white board. The person letting the child out will mark the register and white board.

Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping-off or collecting, this is to ensure the safety at all times. In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. (Refer to lockdown procedure).

Arrival times

- The Koala door is the main door for arrivals and departures
- This is where the register and visitors book is located.
- On opening times an adult will be on the door at all times, for security.
- Children already in the group are supported to stay away from the mat so that they do not get too close to the door.

Children staying for lunch will be lead in to the Panda room at 11.40; staff covering lunch will accompany them.

Children already in the Panda room will be taken in to the Koala room to get their coats on.

11.45 Departure time

- Collection list will be checked.
- Koala room door will be opened at 11.45.
- Children having lunch will be in the panda room.
- Children leaving will be sitting on the carpet waiting to be called by the adult.
- Adult will open the door
- No more then 3 children will be called at anyone time.
- Another adult will also be near the door to ensure that the children do not go through the door until parent is there.

- Adults on the carpet with the children will ensure that they do not leave until they have been called and ensure the noise level is low.
- The adult on the door will ensure that the child leaves with its parent/carer.

3.15 Departure time

- Collection list will be checked
- All children will be taken in to the Koala room to wait for their parents.
- Parents will enter through the Panda room door
- One adult will be placed on the panda room door to welcome parents in.
- One adult will be placed on the Koala room door to ensure that children are leaving with their parents.

Leader will take register and ensure that any paper work is signed.

All external doors must be kept closed except at arrival and departure times and external gates closed.

Adults arriving under the influence of alcohol or drugs

The preschool's prime focus is the care and safety of the children in its care. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult and they are deemed to be under the influence of alcohol or drugs, the manager will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time another member of staff will care for the child so they are able to remain calm and engaged in play.

Any persons collecting children must be 16 or over.

Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book. A member of staff must accompany visitors in the preschool at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager (child's social worker).

Staff must check the identity of any visitors they do not recognise before allowing them into the preschool

The preschool manager must ensure all contractors accessing the preschool whilst children are present have suitable DBS checks and not left alone in any area that children may use. Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the preschool should be the only people allowing external visitors and parent's entry to the preschool.

The preschool will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

All staff are registered on arrival and departure

This policy was adopted on	1 st September 2023
Signed on behalf of the Pre school	Julie Russell
Date disseminated to staff	1 st September 2023
Date for review	September 2024