

ARRIVAL AND DEPARTURE PROCEDURES.

**(See also non-collection of child policy, administration of medicines policy),
drug and alcohol policy)**

To ensure the safety of the children the following procedures will be followed:

It is our policy to give a warm welcome to each child/family upon arrival at playgroup. Children are normally welcomed by a member of staff at the outside gate but they are welcome to enter the playroom if this will help to settle their child.

1. Children's time of arrival is recorded in the register.
2. A note of anyone other than the Parent/Carers name will be made if someone else is collecting the child and a password is given. The minimum age for someone collecting a child is 16.
3. The member of staff greeting parents/carers will share and/or record any information from parents/carers regarding a child's wellbeing which parents/carers feel needs to be shared with playgroup staff. If needed a pre-existing injuries form is completed and then passed to the DSL or DDSL.
4. The member of staff greeting parents/carers will ensure that where a child requires medication during the day the parent/carer has completed a medication consent form in line with the Accident Illness and Medication Policy.
5. The front door will be shut and locked in between drop offs and the key will be hung up out of the children's reach.
6. Children will be released to their parent/carer through the external gate. Playgroup staff will be responsible for locking and unlocking doors and opening the gate.

Box Pre-School Playgroup

Arrival and Departure Procedures

7. If children are attending the after school club(Box Kids) they will be handed over to a member of staff from Box Kids and any necessary information , such as accident forms, well being issues, will be discussed.
8. The admissions form asks for information regarding persons who cannot legally collect a child. This can only be enforced if a court order exists.
9. Children who we know are going home with someone apart from their Parent/Carer are taken out to the named person who will give the password. If they do not have the password the child will be taken back into the setting while the Parent /Carer is contacted.
10. Children whose Parents/Carers have phoned the setting during the session to say that someone else is collecting their child will be taken out and the collecting person will give the password. If they do not have the password the child will be taken back into playgroup while the Parent/Carer is contacted.
11. Any person deemed to be under the influence of alcohol or drugs will be considered to be unsuitable to collect children in the case of a Parent/Carer. Each case will be measured individually and is at the discretion of the Supervisor. *The welfare of the child is paramount.* If judged unsuitable we will keep a child at Playgroup until alternative arrangements can be made for the safe collection of the child.
12. The supervisor/deputy supervisor will update the register with arrival and departure times.
13. Any unexpected visitors will need to show identification and sign the visitors book and will be given a visitor's pass. They may be refused entry if the supervisor is not satisfied that they have a valid reason for visiting or valid identification.

Box Pre-School Playgroup

Arrival and Departure Procedures

14. Any other visitors to the setting will be asked for identification and will have to sign in the visitor's book and be given a visitor's pass. If parents stay in playgroup for any length of time e.g. to settle children, they will need to sign in (for fire regulations) and wear an identification badge. They will also need to sign out when they leave playgroup.

15. At no time will visitors be left with the children without a staff member in attendance. On leaving the visitor will have to sign out again.