

ARRIVAL AND DEPARTURE PROCEDURES.

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

Policy Statement

Box Pre-School Playgroup is committed to ensuring the safety, security, and wellbeing of all children. These procedures are implemented in line with our safeguarding responsibilities and the Early Years Foundation Stage (EYFS) statutory framework.

We aim to provide a welcoming, safe, and secure environment for children and their families during arrival and departure times.

Arrival Procedures

- Children and families are warmly welcomed at the outside gate on arrival by a member of staff.
- Children may enter the setting with their parent/carer where necessary to support settling.
- Each child's arrival time is recorded accurately in the daily register.

Information Sharing

- Staff will gather and record any relevant information regarding the child's wellbeing.
- Any existing injuries must be recorded on a pre-existing injury form and shared with the Designated Safeguarding Lead (DSL) or Deputy DSL.

Medication

- Where a child requires medication, parents/carers must complete the appropriate consent forms in line with our Administration of Medicines Policy.

Security and Access

- The main entrance will remain closed and secured between arrival and collection times.

Box Pre-School Playgroup
Arrival and Departure Procedures

- Access to the setting is controlled by staff at all times.
- Keys are kept securely and out of reach of children.

Collection Procedures

- Children will only be released to their parent/carer or an authorised adult.
- Departure times are recorded in the register.

Authorised Collection

- Parents/carers must provide details of any authorised person collecting their child.
- A secure password system is used for verification.
- The minimum age for a collector is 16 years.

Identity Verification

- If staff do not recognise the adult collecting the child, photo identification may be requested.
- If the password is not provided or identification cannot be verified:
 - The child will remain in the setting
 - Parents/carers will be contacted immediately

Changes to Collection Arrangements

- Parents/carers must notify the setting in advance if someone different is collecting their child.
- Verbal changes during the session will be verified using the password system.

Safeguarding Considerations

Intoxicated or Unsafe Collector

- Any individual deemed to be under the influence of alcohol or drugs will not be permitted to collect a child.

Box Pre-School Playgroup

Arrival and Departure Procedures

- The child will remain in the setting until safe alternative arrangements are made.
- If necessary, safeguarding procedures will be followed, and external agencies may be contacted.

Court Orders

- The setting can only prevent a parent from collecting their child if a valid court order is in place and a copy has been provided.

Non-Collection of Children

- If a child is not collected at the agreed time:
 - Staff will attempt to contact parents/carers
 - Emergency contacts will be contacted if necessary
 - The child will remain supervised by staff
- If the child is not collected within a reasonable timeframe and no contact can be made, safeguarding procedures will be followed, which may include contacting children's services

Transitions and Supervision

- Staffing ratios are maintained at all times, including during arrival and departure.
- Children are supervised at all times when moving between indoor and outdoor areas.

Visitors to the Setting

- All visitors must:
 - Provide identification
 - Sign the visitors' book
 - Wear a visitor badge
- Visitors will not be left unsupervised with children at any time.

Box Pre-School Playgroup

Arrival and Departure Procedures

- Regular visitors or contractors may be required to provide evidence of DBS checks where appropriate.
- Parents/carers remaining in the setting must also sign in for fire safety purposes.

Record Keeping and Confidentiality

- Registers include accurate arrival and departure times for all children.
- All records are stored securely and handled in accordance with data protection (GDPR) requirements.
- Information is shared only with relevant staff, including the DSL where appropriate

Staff Responsibilities

- All staff are trained in these procedures as part of safeguarding training.
- Staff are responsible for ensuring procedures are consistently followed.
- The Supervisor or Deputy Supervisor oversees implementation and record accuracy.

Box Pre-School Playgroup
Arrival and Departure Procedures

Box Pre-School Playgroup
Arrival and Departure Procedures