



Bowes Pre-School & Holiday Club

1.4 Arrival & departure Policy

Safeguarding and Welfare requirement: Child Protection

Bowes Pre-school must have and implement a policy, and procedures, to safeguard children.

Bowes Pre-school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

During the main arrival and departure times, the setting Manager or Deputy Manager will be available to meet and greet you and say 'Good Morning'. The main door is kept chained, and a member of staff will let children and parents/carers in. We ask other parents NOT to let other parents in or out to ensure the safety of all the children.

Arrivals

On arrival, we ask that the parent/carer marks their child's attendance on the register. This is to include the child's name, arrival time, pick up time and who will be collecting the child. If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign an 'Administering medicine' form. Further details of this procedure can be found in the medication policy.

Departures

If a child is to be collected by someone other than the parent/carer, this must be indicated on the register and also to a member of staff on arrival. The adult nominated to collect a child must be one of those named on the Admissions form or a password must be agreed beforehand. Only adults (aged 16 and over) and with suitable identification, will be authorised to collect children. No child will be allowed to leave Pre-school unaccompanied.

No adult other than those named on the admissions form, or who have been given a password, will be allowed to leave the setting with a child. In the event that someone else should arrive without prior knowledge, we will telephone the parent/carer immediately.

If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected child policy will be activated.

Upon departure, the register needs to be signed by the parent/carer and the time to be noted, to show that the child has left the premises.

Absences

If a child is going to be absent from a session, parents/carers are asked to telephone and inform Pre-school when possible.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to establish the reason behind this. Regular absences from Pre-school could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies.

Visitors

Bowes Pre-school provides a 'signing in' book, which is located on the shelf next to the front door. This is for visitors to sign, date and state the reason for visiting. All visitors are asked to complete the signing in book.

Late collection of your child

The Pre-school closes at 6pm each day. If a child is not collected on time, our legal liability relating to the staff/child ratio could be infringed as two members of staff must remain at the Pre-school until the last child has been collected. Any parent/carer who is repeatedly late collecting their child could incur charges to help cover the additional staffing costs incurred for this reason.

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: