

The Children's Workshop

Arrivals and Departures

EYFS:3.7, 3.62

The safety, care and welfare of our children are paramount.

The Children's Workshops are registered with Surrey County Council in accordance with the Children Act 1989. The Children's Workshops comply with the Home Office Guidelines 'Safe from Harm'.

ARRIVAL of CHILDREN

It is the policy of our pre-school to give a warm welcome to each child on arrival.

Arrival of Children in BLUE & RED Group – 9.00am

- Two members of staff are positioned at the entrance doors. One to ensure that each child is handed over personally between parent/carer and staff on arrival and the other to 'check' the child off against our daily 'tick list'. The staff member also records any specific information provided by the parents, including the child's experiences, external accidents, medication given and observations from home. Details of bumps/bruises and accidents that have occurred prior to arrival will be noted in our 'existing injuries' folder.
- There is a barrier between the entrance door and the main play areas to prevent children from leaving once they have entered and been 'checked'.
- Information regarding a different pick-up should be recorded by the parent/carer in either the Blue or Red Group daily contact diary. If the child is to be collected by someone who is not the known parent/carer at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is required for the designated adult* (and photo identification if possible). Parents are informed about these arrangements and reminded about them regularly. The password will be documented in BLUE or RED Group staff diary – not the daily contact diary.
- If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.
- The children have a register that is taken within the first ½ hour of each daily session. It is the managers' responsibility to ensure that this is completed and that the total number of children attending that day is recorded and displayed room.
- The registers are checked against the 'tick list' to ensure accuracy and the total count of staff, children (boys & girls) noted on the notice board.

A member of staff must always acknowledge the arrival of a child if the arrival time is other than the beginning of a normal session. The time of arrival should be noted on the register/tick list.

DEPARTURE of CHILDREN

A member of staff must always acknowledge the departure of a child if the departure time is other than the end of a normal session. The time of departure should be noted on the register/tick list.

The Children's Workshop

The pre-school will not release a child to anyone other than the known parent/carers unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent/carers being delayed and arranging for a designated adult* to collect a child, the parent/carer should inform the designated person of the agreed procedure and contact the pre-school (via phone/email) about the arrangements as soon as possible. If in any doubt the pre-school will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the Non-Collection of Child policy).

Departure of Children in BLUE Group – 12.15pm & 1.15pm and RED Group – 1.30pm

- There is a Story Time or other joint activity at the end of each session to ensure that every child is in a clearly defined area prior to departure. BLUE Group Children leaving at 12.15pm will be separated from those staying for lunch and leaving at 1.15pm.
- There is a barrier between the entrance door and the main play areas to prevent children from leaving without being called for by a member of staff and crossed off the 'tick list'.
- Children will only be released to the known parent/carer unless we have been informed to release a child to another individual. Parents need to inform us in writing of anyone who may regularly pick-up their child; this should include name, photo and contact details. If the child is to be collected by someone who is not the known parent/carer at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is required for the designated adult* (and photo identification if possible). The password will be documented in BLUE or RED Group staff diary – not the daily contact diary.
- Information regarding a different pick-up should be recorded in the daily contact diary.
- The Manager should be informed in advance if someone different from usual will be collecting the child.
- The Parents should inform the Staff of circumstances which may lead to problems with the collecting of children.

Should a child not be collected we will follow our Non-Collection of Child policy and procedures.

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

The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The Children's Workshop

GENERAL INFORMATION

- During Sessions, all exits are secured.
- If a child is collected during the Session, this will be noted in the Register/tick list with the time of exit noted.
- Any change to the normal collection of children should be noted by the parent in the daily diary kept specifically for parent messages.

Adults arriving under the influence of alcohol and/or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the pre-school requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitors' policy for further information.

* Designated Adult to be aged 18 and over.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
<i>January 2019</i>		<i>January 2020</i>