



Arrival and Departure Policy and Procedure

Policy statement

Our staff will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

This policy has been adopted to support the safety and well-being of the children in the care of Carlton Playgroup Ltd.

Procedures

Admissions

An accurate record will be kept of all children in playgroup.

It is the responsibility of staff to ensure that an accurate record is kept of all children in playgroup. Records of daily registers will be kept by Carlton Playgroup Ltd for the number of years recommended by the Local Authority. These will be kept in a secure, confidential location.

Parents must ensure that playgroup has up to date contact details at all times and will inform playgroup of any changes to such details immediately. These contact details will be kept confidential in a secure location in playgroup and will not be shared.

Parents must also provide playgroup with a password for use when collection is not to be made by the usual adult. This password will be requested at the start of each academic year and will be stored in a secure, confidential location.

Arrivals

The main door will be opened at 9.15am to allow for all children to be signed in and in the setting by the start time of 9.20am (for morning sessions) and 12.15pm for 12.20pm start for afternoon sessions.

A member of staff will be available on the door to greet children and carers. Another member of staff will sign children in and out on the signing in sheet attached to the register.

Children are then encouraged to “self-register” by selecting their name from the box and placing it in the “registration post box” located on entry into the main room. This helps with name recognition and gives children a sense of identity and belonging.

The main door will be closed and locked at 9.25am (morning session) or 12.25pm (afternoon session). Any late arrivals should ring the bell where they will be let in by a member of staff and will be expected to register in the usual way.

The register will be checked at 9.30am/12.30pm by the member of staff on manager duty that day.

Departures

All children must be collected from playgroup by a responsible adult. Doors will open at 12.15pm (for morning session pick up) and 3.15pm (for afternoon session pick up). A member of staff will be on the door to greet parents and carers and to see the children out safely.

A staff member must sign the children into out of the building, using the register.

No adult, other than those with consent to do so, will be able to leave playgroup with a child. In the event that someone should arrive without prior knowledge, we will telephone the parent or carer of the child immediately to obtain consent. In the event that such contact cannot be made, the provisions of the Lost/Uncollected Child policy will be activated.

In the event that parents wish their child to be picked up by someone other than those who usually pick up the child, then express permission must be given to the staff on duty and this will be noted in writing by the staff member. Where the nominated adult is not known to the staff, then the adult will be expected to provide staff with the correct password. The child will not be able to leave with the adult until members of staff are satisfied that the password is correct.

If the parent, carer or nominated adult knows that they are going to be late to collect the child, then they must telephone playgroup and inform them. If the designated adult is late in picking up their child without prior warning, the provisions of the Lost/Uncollected Child policy will be activated.

Members of Staff reserve the right to refuse to allow a child to leave the setting with any adult who the members of staff reasonably believe may be under the influence of drugs, alcohol or any other intoxicating substance. If the adult in question is not the child's main parent or carer, then contact with the main parent or carer will be made in order to arrange for the safe collection of the child. In the meantime, the child will stay at playgroup in the care of two fully vetted staff members until the child is safely collected.

In the event that such contact cannot be made, or where the main carer is the adult suspected of intoxication, then the provisions of the Lost/Uncollected Child policy will be activated and the police may be informed. Staff may also inform Ofsted of the situation and the Safeguarding Policy will be referred to as regards any other reporting considered appropriate. Any such incidents will be recorded on the child's personal file.

Outings

In the event that children are to leave playgroup in the company of staff, for example in the event of an emergency or an outing, written parental consent will be sought where possible.

The staff will be responsible for signing the child in and out of the premises in accordance with the above procedures. In the event of an outing, a full risk assessment will be carried out.

Visitors

All visitors must sign themselves in and out of the building in the Visitor Book located in the entrance to the building.

Visitors must provide their name, the name of the organisation or their link to the playgroup, the purpose of their visit, accurate details of their arrivals and departure. Staff must also countersign to confirm the identity of the visitor.

Visitors will be informed of the overriding need for security within the setting and also of the pertinent procedures such as the fire procedure and so on.

Legal framework/Links to other policies

Safeguarding Children Policy
Equal Opportunities/Inclusion Policy
Key Person Policy
Drug, alcohol and smoking Policy
Health and Safety Policy

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	