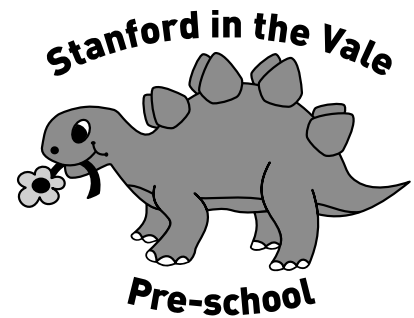


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



1.1.7 - ARRIVAL AND DEPARTURE PROCEDURES FOR STAFF, PARENTS/CARERS AND CHILDREN

Reviewed March 2015

An unauthorised person is defined as being anyone who is not designated on a child's Enrolment Form, anyone under the age of 18, or anyone who has not been given permission to associate with the child via a letter from the parents to Stanford Pre-school.

Statement of Intent

Stanford Pre-school maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Aims

We aim to follow procedures for arrival and departure of staff and children with parents to safeguard our premises and people within it.

Enrolment Information

Parents of children starting at Stanford Pre-school are asked to provide specific information which is recorded on our Enrolment Form, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given. This will usually be one of the authorised alternative contacts
- place of work, address and telephone number (if applicable)
- mobile telephone number (if applicable)
- a password known only to the parents/carers of the child and any other adults that they have authorised to collect the child
- names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from Pre-school, for example a childminder or grandparent; information about any person who *does not* have legal access to the child
- information about specific medical or dietary conditions, or allergies relating to the child that the staff need to be aware of.

ARRIVAL PROCEDURES

Staff

When staff arrive at the Stanford Pre-school setting (approximately 08.15 am) they are to ensure the building and surrounding area are safe and secure to use. Any anomalies are to be reported to the

Manager, Deputy, Room Leader or Chairperson. They are to implement the following procedures once the building has been accessed:

- Set up the outside play area. A minimum of 2 staff members must be present during the setting up of large equipment to ensure the health & safety of staff.
- All equipment and resources are to be checked for damage when being set up or tidied away where appropriate. Any items found to be faulty must be removed either for repair or replacement by the manager in consultation with the committee. The manager and staff are to ensure that equipment is erected correctly and in accordance with current British Safety Standards.
- Staff are to ensure that all seven areas of learning are on offer for the children when preparing the Pre-school setting. Materials to be used for activities and themes should be suitable for their age and stage of development. Pre-planning ensures that allergies, special needs and any other issues concerning individual children are catered for.
- The main doors into the pre-school setting are opened once the area has been prepared (approximately 09.00 am). Children and parents are invited in by a member of staff. One member of staff is to control access to and from the building via the external door whilst other members of staff receive the children.
- Once the transfer of care to staff is complete and the last parent/carer has left the garden, the external gate to the garden is secured to prevent unauthorised access by any individual or escape by any child. The external door is also secured initially until free-flow play commences (approximately 9.30am).
- The register is completed by a staff member to check that the correct children have arrived at the setting. It is a mandatory requirement from Ofsted that the attendance of all children and staff is registered on a daily basis, showing hours of attendance.
- Staff introduce the children to any guests visiting the pre-school. This is to ensure the children are not frightened of the stranger(s) and assure them that they can approach/talk to the stranger(s) since the stranger(s) is/are welcome as a guest and friend of the pre-school. The names and arrival and departure times of any volunteers or visitors to the pre-school are recorded in the register.

Parents/carers and children

Upon arrival at Stanford Pre-school, parents/carers must:

- encourage their child to remove any exterior coat/garment, change into their indoor shoes and find their name tag. Parents are to ensure that their child's belongings are hung on a coat hook, their outdoor shoes are placed under their coat hook and that their child has found their name tag and assigned it to their peg;
- acknowledge their presence and that of their child to ensure the smooth transfer of care for the child between parent/carer and staff;
- disclose to the staff any temporary medical/dietary conditions the child may be suffering from;
- if parents/carers are unable to collect their child, parents must inform staff who will record the name of the person who is being authorised to collect the child on a Collection Slip. Staff will agree with parents/carers how the identification of this person will be verified, i.e. description of the individual or password.

DEPARTURE PROCEDURES

Parents/carers and children

At the end of each session, children are encouraged by the staff to sit and remain seated on their bench in readiness for collection by their parent/carer and to put on their coats and shoes.

- When staff allow access to Stanford Pre-school, parents/carers are to:

- assist their child to change from indoor to outdoor shoes and put on any exterior coat/garment; and
- ensure that they take home all of their child's belongings from their coat peg and their drawers, in addition to any notices/letters issued to parents and any craftwork their child has completed.
- Under no circumstances will any child be allowed to leave the building with another adult without written authorisation from their parent giving permission for that adult to take the child from the setting or the child's password subject to the approval of the Manager, Deputy or Room Leader of the session.
- On each given day, the care of each child will only be handed over from Stanford Pre-school staff to the parent or authorised adult as designated on the Collection Clipboard. Authorised individuals /carers (other than parents) must sign a Collection Slip, proving that they have taken over the responsibility of the child's welfare. In special circumstances, with parental written permission, and where approved by the manager, the deputy or room leader may sign the collection slip on a regular collectors behalf.

Staff

Stanford Pre-school staff are to implement the following procedures in preparation for their departure from the building:

- At the end of each session, children are to be encouraged to sit and remain seated on their bench in readiness for collection by their parent/carer, they are to be encouraged to put on their own coat and shoes.
- The external gate to the garden is to be unlocked to allow parents/carers access to their child. One member of staff is to remain at the door to control the departure of parents/carers and children from the premises.
- The care of each child is only to be handed over from staff to the parent or authorised adult as designated on the Collection Clipboard. A signature must be obtained from the authorised individual/ carer on a Collection Slip proving that they have taken over the responsibility for the child's welfare. In special circumstances, with parental permission, and where approved by the manager, the manager or deputy may sign a collection slip on a regular collectors behalf.
- If for any reason someone innocently tries to leave with a child, it is the responsibility of the pre-school staff to explain to that person that the child will not be released into his/her care without prior authorisation from the child's parents.
- It is possible that the person could become agitated. Staff are to remain calm and explain that they are not trying to be obstinate and are following agreed procedures.
- The child's parents must be contacted. Staff are to explain the situation and request that the parent come and collect their child. Explaining to the parent that Stanford Pre-school has a legal requirement to release the child only into the hands of an authorised person and that our priorities lie firmly with the safety of the child.
- If a child is not collected then the procedures set out in The Non-Collection of Children Policy are followed.
- Once the transfer of childcare from staff is complete and the last parent/carer has left the building, staff will:
- Ensure the room is tidy and ready for activities the next day where possible. Items may be checked for damage or cleaned where necessary.
- Leave the kitchen area in a clean and tidy state.
- Put away resources in the outside classroom.
- The manager, deputy or room leader will ensure all windows are closed; all lights and electrical items are turned off where appropriate. Once these actions have been completed the staff exit the building, locking the internal door and ensuring the alarm has been set, the main external door is secured behind them and the gate to the garden is locked.

This policy was amended at a meeting of the Pre-school held on 2nd March 2015 and signed by Mrs Karim Williams - Cuss

Signed on behalf of the Pre-school.....