



Arrivals and Departures

April 2018

Policy Date: _____	This policy was reviewed and adopted by the Committee of Our Lady's Pre-school.
Policy Review Date: _____	Chair Signatory: _____

[This policy runs alongside the Safeguarding Policy](#)

This complies with the Statutory Framework for the Early Years Foundation Stage.

Legislation Links: Health and Safety Act 1974, Childrens Act 1989,2004, Childcare Act 2006, Working Together to Safeguard Children 2015

This is a Statutory Policy

Policy statement

At Our Lady's Pre-school we give a warm welcome to every child and family on their arrival and make sure they are with an appropriate adult carer putting their welfare first.

Procedures

- ◆ Parents/ Carers will bring their child into the setting helping them to self register, leaving them in the care of all members of staff.
- ◆ The child is recorded on the register that they are present. If the child is later than 9.am the time of arrival is recorded.
- ◆ If the parents needs or must share any information with the staff, this can be recorded in the green book or the bottom of the register. For documents such as an existing injuries or medicine request, these must be filled and stored appropriately.
- ◆ If the child is to be collected by someone who is not the parent at the end of the session, there will be a password system in place for the designated person along with their name.
- ◆ Where applicable any medicine, accident or incidents and physical intervention forms must be shared and signed by the parent or designated adult before departure.
- ◆ The pre-school staff will not release a child to anyone under the age of 18 years old.
- ◆ The pre-school staff will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival.
- ◆ In the event of a parent being delayed and arranging a designated adult to collect them, the parent should inform that person of the password procedure and contact the setting about these arrangements.

- On departure all children will leave at 12 midday and 3.30pm. However, if the child's departure is of a later time this time is recorded on the register.
- If any child is collected earlier than the usual time of 12. and 3.30pm then this is recorded on the register.
- If a parent/carer upon arrival appears to be under the influence of Alcohol or Drugs Children's Services will be called.
- If a parent/carer upon collection of a child appears to be under the influence of Alcohol or Drugs and are going to be in sole charge of the child, we will not allow the parent/carer to collect the child. We will ask for the parent/carer to make alternative arrangements for another responsible adult to collect the child and Children's Services may be called. If the parent/carer can not make alternative arrangements Childrens' Services will be called and the setting will follow their procedure. A record of all concerns will be made.

Useful Documents/Links

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

http://www.kscb.org.uk/__data/assets/pdf_file/0017/53243/Kent-Threshold-Criteria-for-Children-and-Young-People-V11-December-2015.pdf

www.kscb.org.uk

Early Help—03000419222

Central Duty—03000411111

Out of Hours Central Duty—03000419191