

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must follow their legal responsibilities under the Equality Act 2010.

8.12 Arrival and departure procedure

Policy statement

Children's safety is Little Fingers Pre-School's highest priority, both on and off the premises. Every attempt is made, through the implementation of the Arrival and Departure policy, to ensure the security of children is maintained at all times.

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

Procedures on Arrival

- The door to the pre-school will not be opened before 8:30am, for the beginning of the early wraparound session. Normal sessions begin at 9:00am.
- Children should not be left unaccompanied before the start of the session.
- Children are signed in by a staff member, with the time of their arrival.
- Parents/Carers to provide any information that the staff may need to care for your child by talking to the child's Key Carer or the Manager. Under certain circumstances it may be necessary to record the conversation. Parents/Carers will be made aware of this.
- If the parent/carer requests the child to be given prescribed medicine during the day the staff member must ensure that the medicine consent procedure is followed.
- Parents/carers are required to inform their Key Carer or the Manager of any accidents/incidents that have occurred at home so that a pre-injury form may be completed.
- Parents/carers to provide, in writing, the name of any authorised person who will be picking up your child if it is different from usual.
- Children should hang up their coats on the pegs in the entrance and find their names on the board and choose a drawer for the day.
- A member of staff will remain at the door/gate until 9.30am, when the door/gate will be locked. All other members of staff will be on duty to greet children and adults in the main room.
- Parents/carers are asked to close the gate on exit, however all staff are responsible for ensuring that the premises are safe, but the manager/deputy manager will make sure that the outside gate, main door and fire exit door are secure.
- The total number of children and adults in attendance will be recorded in the register.
- The registers will be kept in the folder by the main door, which is easily accessible in case of an emergency exit.

Procedures on Departure

- The outside gate and the door to pre-school will remain locked until the end of the session. It will be unlocked and opened for individuals as they arrive/depart.
- No child will be allowed to leave the premises unless accompanied by a responsible and authorised adult.
(Over 16)
- If children leave the setting early they must be marked as left in the register and the time of their departure.
- The planned departure of the child should be anticipated by the Key Carer in the group. All medicines should be recovered from the medicine box/fridge/cabinet only when the parent/carer has arrived and handed to him/her personally.
- Any accident/incident forms or medication forms must be signed by the collecting parent/carer before departure. In the rare event that this is not done, every effort must be taken for the parent/carer to be informed about the accident/incident or medication form including a personal visit to the child's home, where possible.
- Parents/carers will collect the children from the main room and ensure that they take home the contents of their child's drawer and any other personal belongings of theirs.
- On departure, the child register must be immediately marked out by the time the child exits the building, to show that the child has left the premises.
- Whenever a person other than the parent/guardian picks up the child, who is not known to the staff at Little Fingers Pre-school, we will require a written note or a phone call from the child's parent/carer, stating who will be collecting the child and a password will be agreed. This information will be filed and kept confidential.
- The identity of people not known to us must be checked before handing over any child and a password used.
- Parents/carers to inform the person picking up your child to have a record of the password. Where there is any doubt the collector should be invited to remain in the group whilst their credentials are checked.
- Members of staff must ensure that the child does not become concerned or upset nor should the collector be made to feel embarrassed by the situation.
- If you have established an ongoing policy of someone other than the usual parent/carer picking up the child and this is in writing on the registration form, staff members would not need a written note each time.
- The safety of the child is of paramount importance and anyone entrusted with the care of the child will appreciate our vigilance if handled in an appropriate way.
- Little Fingers Pre-school will not allow any child to leave with anyone deemed to be unfit to be responsible for a child, to include being under the influence of alcohol or drugs. If this situation occurs, the child will remain in the care of the pre-school. The pre-school will contact the child's emergency contact (from their registration form). Until suitable arrangements can be made for the child to be collected by a responsible parent/carer, the child will remain with the pre-school, without causing distress to the child, and if after 30 minutes, the situation cannot be resolved, Little Fingers Pre-school will notify Ofsted and Social Services and follow the 'Uncollected child' policy.
- A member of staff will open the main entrance gate/door and stay there until all parents/carers and children have vacated the building. Once a child has been collected it is the responsibility of the parent/carer to ensure the child leaves the setting safely.

- When all the children have been collected all doors must be secured.
- Members of staff should be ready to share with parents, information about what the children have been doing. Staff are aware that parents/carers see a small snippet of the pre-school day on arrival and departure, and we need to share the wonderful moments their child has had at pre-school with them before they depart.

Parental responsibility

In the event of parental separation, the pre-school will always act in the best interests of the child and require the list of authorised persons to collect to be kept up to date at all times. If a parent/carer was not on the list of authorised persons to collect for any reason and they requested to collect their child, we would look at the child's registration form to see if the parent/carer requesting to collect has parental responsibility. In this instance the pre-school could know/recognise from a photo/have met the parent/carer requesting to collect the child previously to confirm they are who they say they are. We would also contact the listed and authorised parent/carer on the registration form to inform them of the situation to keep both parties informed. If ever in doubt of authorisation to collect, the persons requesting to collect must be asked to wait either outside the pre-school or in the kitchen with a member of staff at all times while the pre-school manager assesses paperwork.

In such difficult situations we can and must act within the law and recognise parental responsibility. We would adhere to any legal court orders detailing access and/or custody of any child/children. Should it be required, the pre-school may have to seek outside support such as the Police. The pre-school will always treat each parent with parental responsibility equally and fairly in the interests of the child/children. We cannot and will not take sides but remain impartial and professional at all times.

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he is; married to the child's mother.

Births in England and Wales; if the parents of the child are married when the child is born, or if they have jointly adopted a child both have parental responsibility. They both keep parental responsibility if they later divorce.

Unmarried parents; an unmarried father can only get parental responsibility for his child in 1 of 3 ways.

- Jointly registering the birth of the child with the mother from 1st December 2003

- Getting a parental responsibility agreement with the mother

- Getting a parental responsibility order from the court

For further information, please see www.gov.uk

All our procedures as detailed above are in place to protect the children in our care as their safety is our paramount concern at all times.

This policy was adopted by	Little Fingers Pre-school
On	
Date to be reviewed	March 2022
Signed on behalf of the provider	
Name of signatory	Carolyn Coleman
Role of signatory (e.g. chair, director or owner)	Chair

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COVID-19 Addendum

Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults attending the setting.

We will work together with you to ensure your child:

- Can be welcomed and settled by a familiar adult. This may involve having a safe space outdoors where key children are dropped off/collected around the same time and then transferred to their base room together
- Key staff will have the daily register, so attendance can be marked immediately on entry
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child
- All parent/carers are asked to follow safe social distancing when dropping and collecting children.
- The drop off/collection instructions will be clearly communicated to you via email and safety will be maintained.

Further information will be communicated to all parents in the usual ways prior to the start date.

We will also continue to keep you up-to-date as government guidelines change and we review our practice.

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