Anlaby Park Methodist Pre-School

Arrivals and departures of children and visitors

It is the policy of the Pre-School to give a warm welcome to each child on their arrival.

Parents are requested to take their child to the allotted registration room. The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

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

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. Identification and a password are also required where possible for the nominated adult.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person’s identity by ringing the child’s parent or their emergency contact number.

On departure, the child register must be immediately marked to show that the child has left the premises.

**Adults arriving under the influence of alcohol or drugs**

The Pre-School’s prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the manager/deputy will assess whether the child’s safety and welfare may be impacted if released into this person’s care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the Pre-School will intervene and endeavour to prevent this individual from getting back into the vehicle. The Pre-School reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

**Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book. Please refer to Supervision of Visitors policy for further information

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: June 2023**