Version: 2

**Arrivals and Departures**

Introduction

Reepham Pre-school strives to “create a sanctuary where children feel safe and secure” as written down in our set of values. With this firmly in mind arriving at preschool and the separation from the adult who is bringing them to preschool needs to be managed very sensitively. We want the child to be happy and feel safe and secure as they walk through our door, and parents/carers to feel the same as they walk away leaving a child in our care. Departures at the end of a session should be happy too where children are happy to see their parent/carer once more and adults collecting children should be happy to hear what a child has been busy taking part in throughout the session. We will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Aims

* To describe the procedures at the time of arrival to pre-school.
* To describe the procedures at the time of departure from pre-school.
* To decribe the procedures used when a child is not collected.

Procedures

Arrivals:

* An accurate record/registration form will be kept of all children who attend the setting.
* No child will be admitted into the nursery until the registration form is complete with all necessary information as identified in the EYFS.
* A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.
* A member of staff will immediately record a child’s arrival at the setting.
* Familiar staff will greet children and parents.
* Any injuries/medication administered at home will be discussed and recorded on the appropriate forms.
* Discussions regarding collection of the child if someone different is collecting will take place and be recorded.

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Departures:

* Parents may collect children at any time during the session.
* Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
* Reepham Pre-School reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
* Children must be signed out by a member of staff.
* Departure times will be recorded by staff and the staff member’s initials recorded on the register.

Late collection:

* Late collection of children may result in a charge for each additional fifteen minutes, unless prior arrangement has been made with the Manager.

Non Collection of Children:

Reepham Pre-School will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

* Staff members will remain with the child and give reassurance.
* Two staff members will remain on the premises at all times.
* Attempts will be made to contact the parents/carers.
* In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child’s registration form.
* If no contact has been made within one hour, the Lincolnshire Safeguarding Childrens Partnership (LSCP) will be informed.

***Lincolnshire Safeguarding Children’s Partnership Board Customer Service Centre:***

***Office Hours: Tel: 01522 782111***

***Out of Hours: Tel: 01522 782333***

Relevant Other Policies

Non-collection of children.

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This policy has been adopted by Reepham Pre School.

Signed on behalf of the setting by:

......................................................................................................Committee

.......................................................................................................Manager

Date: .............................................................

Review Date: ................................................

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