09 Early years practice procedures

**09.6 Arrivals and departures**

Prime times of the day make the very best of routine opportunities to promote ‘tuning-in’ to the child emotionally and to create opportunities for learning. Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

**Arrivals**

* Whenever possible a familiar staff member from the setting always greets young children. This ensures that young children are received into the setting by a familiar and trusted adult.
* The person who greets the child marks their presence and time of arrival in the register.
* If a child who is expected fails to arrive, this is recorded on the sign in sheet and the setting manager is notified by the end of sign in so that they can contact the child’s parents to find out why the child is absent following procedure 09.2 Absence. This is logged via tapestry.
* The key person ensures that the child has been signed and information about who is collecting the child should be exchanged between the door person that day and the parent/carer dropping off.
* The practitioner at the door greets the parents and takes time to hear information the parents need to share.
* If any information has been shared, the member of staff will hand over the information shared by the parents to the key person when they arrive.

**Injuries noted on arrival**

* If a child is noted to have visible injuries when they arrive at the setting procedure 6.1 Marks from Home is followed.

**Absence of a Key Person**

If for any reason a Key Þerson is not in attendance, the manager or acting manager will act as a designated Key Person on that day and will feed back to the Key Person, information regarding learning and development, when they arrive.

**Departures**

* Children are prepared for home, with clean faces, hands and clothes if required.
* Only named persons are able to collect the child from a setting. These are authorised at enrollment. If this person is named, however the Key Person or Manager is unaware of who they are, then ID, Password and Phone Call checks to the parent will be made.
* Educators verbally exchange information with parents.
* If someone other than the key person is with the child at the end of the day, the key person should pass general information to the other staff or write a note for the parents. Confidential information should be shared with the setting manager to pass on.

**Maintaining children’s safety and security**

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents arrive at the same time or when in shared premises. To minimise the risk of a child leaving the building unnoticed, the setting manager conducts a risk assessment that identifies potential risks and the measures put in place to minimise them, such as staff busy talking to individual parents or doors left ajar. The risk assessment is shared with their line manager and is updated as and when required. View procedure 01.1 Risk assessment and 01.1a Generic risk assessment form for further guidance.

| This policy was adopted by | WORMLEY PRE-SCHOOL | *(name of provider)* |
| --- | --- | --- |
| On | 18th October 2022 | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider | Emily Kilduff | |
| Name of signatory | Deborah Harris | |
| Role of signatory (e.g. chair, director or owner) | Chair | |