

# Arrival and Departure

## Statement of Intent

It is our intention to ensure that all of the children arrive and depart from the setting safely.

## Aim

We aim to ensure the safety of the children and to make sure that all parents are aware of our procedure.

## Method

- On arrival at the setting it is essential that parents park sensibly respecting our neighbours.
- In the entrance hall there will be a clearly labelled peg. The peg will be labelled with the child's name. Hanging on the peg will be a name tag which the child needs to take and put on the self registration board under the picture of their key worker.
- On entering the hall the parent/carer needs to sign the child into the signing in/out book. This requires a signature and a time.
- The child and parent will be given a warm welcome by the staff.
- If the child arrives before 9am then the parent/carer must remain with them until 9am, when our insurance becomes active.
- The parent/carer is to inform a member of staff of any special requirements for their child that day. For example: if the child has a cold, a bit tearful etc. The member of staff disseminates this information to the other members of staff.
- The parent/carer must inform the staff if they are not picking their child up and clearly tell the staff who is picking them up. **If the individual is not known to the staff then he/she must be over the age of 18 and they must be able to answer the security question**

**established on the admission forms.** Once again this information needs to be shared amongst all staff.

- It is required that the parent is present in the hall when the children are ready to leave at the end of the session.
- At departure time all children will be in the back room and released, one by one, by a member of staff to the relevant parent or carer.
- The parent/carer is required to sign the child out, in the signing in/out book.
- If a parent is going to be late then they need to phone the setting and let the staff know their intended arrival time. If a parent has not phoned the setting then a member of staff will attempt to contact the parent and other contacts from the registration form. A qualified member of staff and another member of staff needs to stay with the child until the parent/carer or other comes to collect the child. Once again if an unknown individual is picking up the child then the name of the individual needs to be given to a member of staff.
- If parents are consistently late then a meeting will be called between the parent, manager and chairman.
- We are required to inform the duty Social Worker and/or the child protection team if a child is repeatedly collected later than our operating hours where parents cannot be contacted.