



## Arrivals and Departures

February 2024

### Arrivals

At Elsworth Pre-School we give a warm welcome to every child and family on their arrival. A member of staff will open the gate to allow parents/carers to enter the premises and will close the gate behind them. The pre-school can only permit two families within the pre-school building at any time during drop off. Families are asked to remain outside the building and not to block the entrance until they are invited inside by a staff member.

Parents/carers are requested to pass the care of their child to a staff member. The staff member receiving the child will immediately record the time of the child's arrival in the daily attendance register, along with their initials to confirm that they received the child. The staff member will also record any specific information provided by the parents, which could include the child's interests, experiences, and observations from home. If the child is required to be given medicine during the day, the staff member must ensure that the medication procedure is followed (see Medication Policy).

A staff member will remain at the gate to allow families to enter and exit the premises.

We will not be able to accept early arrivals, due to staff ratios.

### Departures

At Elsworth Pre-School we aim to provide a safe, smooth and efficient handover of children to their parent/carer/designated adult. Therefore, we can only allow a maximum of two families inside the pre-school premises at one time.

A staff member will open the gate, allow two families onto premises and lock the gate behind them. We ask families who are permitted on premises to remain outside the pre-school building to ensure a smooth and efficient handover. Their child will be collected and brought to them for handover.

The child's keyworker or other nominated member of staff (in the absence of their keyworker) must plan the departure of the child. This should include an opportunity to briefly discuss the child's day with the parent/carer/designated adult. They should also be informed of any accidents or incident and the required records must be signed by the parent/carer/designated adult prior to departure. On departure, the staff member releasing the child must mark the child register immediately to show the time that the child has left the premises and initial that they completed the handover.



Where applicable, all medicines should be recovered from the medicine box/fridge prior to the parent/carer/designated adult arriving and handed to them personally. The Medication policy is to be followed regarding parental signature.

If the child is to be collected by someone who is not their parent/carer, the following procedure must be followed to identify the designated person. The designated adult will provide the password that was advised when the child joined the setting. Additionally, a photograph of the designated adult must be given in advance of the collection by the designated adult. The pre-school will not release a child to anyone other than the known parent/carer unless an agreement has been made concerning the designated adult's arrival. Parents/carers are informed about these arrangements and regularly reminded.

Staff members are not able to take your child home on your behalf unless there is a signed Accepting Responsibility Form by the parent/carer. This may be used where a relation between staff member and child at the same setting exists. This is to safeguard both the child and member of staff.

In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the pre-school about the arrangements as soon as possible. If the pre-school is in any doubt, they will check the person's identity by ringing the child's parent or their emergency contact number.

For late collections, please refer to the Late Collection Policy.

If a parent/carer/designated adult requires entry to the pre-school outside of arrival or departures times, they will be required to complete their time of entry and exit in the Visitors Book. Please refer to Supervision of Visitors policy for further information.

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

Please refer to the Alcohol & Substance Misuse policy.

<b>Adopted on:</b>	14 <sup>th</sup> February 2024
<b>Adopted by:</b>	Sophie Mills, Pre-School Manager Hannah Holland, Chair of Trustees
<b>Next Review Date:</b>	14 <sup>th</sup> February 2025