



**Together, caring and learning**

### **Procedures for arrivals and departures**

The front door is unlocked at 9.15 a.m. The staff member who unlocks the door remains there until they lock it at about 9.30 a.m. to ensure no children leave the building and no strangers enter. A staff member at the door greets each child and parent/carer as they enter.

Liz sits by the door and notice board and registers each child as they enter and notes anything particular e.g. child brings sweets for birthday, someone else is collecting a child etc. She also deals with any queries or visitors.

Each child finds their name on table and matches it to their name on the board with help from parent/carer as necessary. Parent/carer settles child at an activity or with an adult as necessary.

Any child arriving late or any parent returning early is required to ring the bell on the side entrance to gain admittance.

At 12.15 p.m. the children are all seated in the story corner. One member of staff unlocks the door and remains in the entrance hall until all the children have gone. It is their job to ensure that no child leaves without their parent/carer and no stranger enters the building. Another member of staff stands inside the door and calls each child's name as their parent enters. Children are reminded to walk to carer and to remain with them until they get home to avoid accidents, "stranger danger" and traffic. All the remaining staff sit with the children to ensure they do not get up until called and that they go with the correct carer.

We do consider that once we have handed a child over to the parent/carer, they assume responsibility for that child. However, we know it can be difficult if a parent/carer needs to talk to a member of staff or has younger siblings as well, so staff are available to help and babies can be left with the person at the door. Where a parent needs to talk to a member of staff about their child another adult (parent or staff member) should assume responsibility for the child so they do not hear the conversation. When a member of staff wishes to talk to a parent they should always ensure the child is being supervised and should not distract a parent from looking after their child.

If someone else is picking up a child if possible the parent introduces them to a staff member in advance and gives written permission.

If there is a last-minute problem parents are asked to ring the pre-school to advise of the delay or change in pick up. On entry to the group, parents are asked to provide a password in case they have to send a stranger along. In no circumstances will a child be released to a stranger without prior arrangement and knowledge of the password. If in doubt, staff will check the identity with the parent. All parents are informed of this prior to entry to the group.

See also uncollected child procedure

Reviewed May 18