



Pre-school Playgroup

ARRIVAL AND DEPARTURE PROCEDURES

Rationale

At River Pre-school Playgroup we are committed to ensuring the safety of the children at all times. We acknowledge that arrival and departure times at the Pre-school are of a high risk in terms of the safety of the children and therefore follow the procedures set out below to address this:

- There will always be a member of staff at the door when the children arrive at the setting.
- The member of staff on the door will record the names of the children arriving or leaving, and the times that they arrive or leave if these are different from the usual times.
- Outside of arrival and departure times, the door will be kept locked (the key will be placed on a hook high up next to the door), with a safety chain on.
- When the outside area is open to the children and the door is open, both the gates will be bolted and latched. During this time a member of staff will be outside with the children.
- Parents/carers are asked to inform the Pre-school if their child cannot attend. Where the Pre-school has not been informed of a child's absence after two sessions, the Manager will telephone to try to ascertain the reasons.
- Children will only be allowed to leave the setting with adults who are named by parents on the collection form.
- If a child is not collected at the normal time, staff will follow the 'Uncollected Child Procedure.'
- All staff will be recorded on the register.
- Members of staff will not admit visitors if they do not have an appointment, are not recognised by the staff or cannot show their identification.
- All visitors will sign in and out of the visitors book and be recorded on the safety board by the door.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson