



## **Arrivals and Departures Policy**

Beckside Pre-School will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

### **Arrivals**

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the setting until the registration form is complete with all necessary information as identified in the EYFS.
- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises. A copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival and departure at the setting.
- Familiar staff will greet children and parents.

### **Departures**

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
- Beckside Preschool & Nursery reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Arrival and departure times will be recorded on the register by staff

### **Late collection**

- We reserve the right to charge parent/carers when they do not collect their child at the agreed time. Please see our Terms and Conditions for further information.

### **Escorting procedure**

- All regular escorts will be known to the childcare provider and must hold a current DBS check
- A full risk assessment will be carried out before children are escorted.
- Adult: child normal ratio requirements will be exceeded where necessary.
- Children will walk in pairs.

- Staff will ensure that children walk on the inside of the path.
- When crossing the road a staff member will be at each end of the group, ensuring they are the first to enter the road and the last to leave the road.
- Becksides Preschool & Nursery will incorporate road safety training for the children and staff into their planning.

### **Non collection of children**

Becksides Preschool & Nursery will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Children's Services Customer Service Centre will be informed
- Charges will be incurred for late collection of children.

***Lincolnshire Safeguarding Children Partnership Customer Service Centre***

***Office Hours: Tel. 01522 782111***

***Out of Hours: Tel. 01522 782333***

*This policy has been adopted by Becksides Pre-School & Nursery*

*Signed on behalf of the setting by  
Owner/Manager*

*H Kendall .....*

Date: December 2023

Review Date: December 2024