



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. We aim to ensure that we have procedures to follow for routine collection of children or if a child is not collected at the agreed time. We aim to give parents and carers confidence that the setting has clear procedures to ensure the safety of the children in our care. We aim to ensure that a child's welfare is the number one priority when following these procedures.

Answering the door:

The main door to the setting must only be answered by a member of staff. The person answering the door must identify the visitor. If the visitor is not known to the person answering the door, the visitor must remain in the entrance hall and the inner key fob door closed whilst identification is sought, i.e. the staff member asking their name, who they are collecting and the collection password or the name of the person they have come to see. Before granting access, the visitor's identification is checked and if necessary, with the parent whose child they have come to collect if they do not have a password to verify their identity. Access will never be granted to someone we don't know.

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 recorded and supplemented by regular head counts throughout the day. The register is 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 is confirmed.

- Becksides 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

Arrivals and Departure Policy v2

Date: December 2023

Review Date: December 2024