



## **Arrival and Departure Policy**

We aim to ensure that the children are safe and secure when arriving and departing, ensuring that accurate records of arrival and departure times are kept.

Staff members record their own arrival and departure times on the staff register.

Staff members ensure that all visitors record their arrival and departure time in the Visitors Book and are given a visitors/staff lanyard.

### **Arrival**

Children are admitted at 08:30, 08.45 or 09:00 hrs for the morning session and either 12:00 or 13:00 hrs for the afternoon session.

One members of staff greets the children at the gate.

The children are marked in on the register once they are in the entrance hall.

Any changes to the normal collection arrangements for that day are noted on the register. (See Collection/Non-collection Policy).

A staff member helps the children with their bags, coats, snack, drink and lunch boxes in the entrance hall.

A staff member will supervise the younger children washing their hands before they go into the classroom.

All children are encouraged to self-register by selecting their own name card from their peg and and placing it on the Self Registration Board.

Only staff members are permitted to give entrance to the public.

### **Departure**

1 member of staff controls the front door, standing between the front door and the door frame.

The front door must not be left wide open.

If staff are talking to parents – parents to come into the building and staff to talk to them either in the entrance hall or the office.

1 member of staff to be stood at classroom/entrance hall door to ensure children are called out to get ready once their parents arrive to collect them.

2 members of staff to stay with children either in the garden or in the classroom. If there are only 3 members of staff on duty, children must be in the classroom with 1 member of staff.

A member of staff will help the children gather their belongings before releasing the child to the staff member at the door and they will mark the children out of the register.

The staff member at the door is responsible for ensuring that children do not leave unaccompanied.

Children will only be released to authorised adults. (See Collection/Non-collection Policy).

If staff have any concerns regarding the suitability of the adult collecting a child the procedures detailed in the relevant policy will be followed (Collection/Non-collection Policy, Drugs, Alcohol and Smoking Policy and Safeguarding Children Policy).

If a child is not collected after 15 minutes the Manager will follow the procedures detailed in the Collection/Non-collection Policy.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Arrival and Departure Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Arrival and Departure Policy will be reviewed on:**

**Date:** ..... **Signed:** .....

**Name:** ..... **Post:** .....

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