



Little Cherries **Arrivals and Departures Policy & Procedures**

Children's safety is Little Cherries Pre-School's highest priority, both on and off the premises. Every attempt is made to ensure the security of children is maintained at all times. Staff will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

The rooms and outside area will be prepared for the children's arrival and all daily health and safety checks completed.

A staff member opens the main gate allowing families onto the premises. A staff member is on the main building door welcoming families in and ensuring children do not exit into the playground.

On arrival the children come into the classrooms. We encourage parents to assist their children in hanging up their coats and bags on their named peg. Parents are asked to provide any information that the staff may need to care for your child in the form of a written note.

Staff will immediately record the child's arrival onto the registers. The children will also self-register by finding their name and posting it into the postbox. Staff will record reasons for children's absence on the register. A head count will be completed and recorded on the notice boards. Late arrivals will be added onto the register and added to the notice board by the person who admitted them onto the premises.

Staff will remain on the gate and main door until all parents have vacated the premises, when the door is locked. The outdoor play area is not opened to children until all parent/carers have vacated the premises and the gate secured, all registers completed and recorded on the notice boards and a head count completed.

The registers will be kept on the hooks by the main door, which is easily accessible in case of an emergency exit.

Departures

Parents and carers are expected to collect their child by coming into the classroom. They are asked not to bring prams/buggies into the building but to leave them in the playground under the canopy. Parents and childminders picking up during the afternoon session and who have older children with them are also asked that these children wait in the playground under the canopy.

To ensure safe handover all children will be supported to collect their belongings and, if required, put their coats on. Once all children are seated on the mat one member of

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staff will go to the main gate, one member of staff will stand at the main door and all other staff will be with the children to ensure safe handover. As a parent enters the room the staff member leading the group will call the child's name and inform them that their parent/carer is there, indicating that they can leave the mat and go to them. Parents are encouraged not to crowd into the rooms or call for their child and to be watchful of their child once collected.

Conversations between staff and parent/carer at the end of the sessions are to be done when the majority of them have left. This will also include the signing of accident forms.

Staff will mark the children off the register at the end of their session (12pm, 12.45pm or 3.45pm). If children leave the setting early they must be marked as left, indicating the time of departure on the register and the notice boards changed.

If the child is to be collected by someone other than those named on the admissions form, this must be indicated to a member of staff prior to the start of the session and recorded by the parent/carer on the appropriate form in the corridor. If a parent/carer informs us during the session that someone else is picking up their child, we will take details of the person who is collecting and issue them with a password. All messages will be passed on to staff and, if appropriate, the lunch time staff. Ideally the adult nominated to collect a child must be one of those names on the admissions form. Only adults – aged 16 years and over – and with suitable identification, will be authorized to collect children.

In the event that someone else should arrive to collect a child without prior notice being given the staff will telephone the parent/carer immediately.

If the parent/carer or designated adult is going to be late in picking up their child, they must call to inform us at the earliest opportunity. If we are not informed, then the Uncollected Child Procedure will be activated.

No child will be allowed to leave Little Cherries unaccompanied.

Little Cherries staff will not allow any child to leave with anyone deemed to be unfit to be responsible for a child, to include being under the influence of alcohol or drugs. If this situation occurs, the child will remain in the care of Little Cherries. We will contact the child's emergency contact (from their registration form). Until suitable arrangements can be made for the child to be collected by a responsible parent/carer, the child will remain with the preschool, without causing distress to the child, and if after one hour, the situation cannot be resolved, we will follow the 'uncollected child' policy.

Absences

If a child is going to be absent from a session, parents/carers must contact us in advance and give reasons for absence, which are then recorded on the register.

If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this. In the case of vulnerable children, staff will phone parents on the day of absence. For all other children this will be after 1 or 2 days.

Regular absences from Little Cherries could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The staff will always try to discover the causes of prolonged and unexplained absences and where necessary, complete Early Help Assessment (EHA) forms.

Visitors

See Visitors policy & procedures

This policy was adopted by	Little Cherries
On	9th September 2019 (date)
Date to be reviewed	March 2021 (date)
Signed on behalf of the provider	
Name of signatory	Jennie Peacock
Role of signatory (e.g. chair, director or owner)	Chairperson

Further Preschool guidance

- Little Cherries 'Uncollected Child' Policy and Procedure