



## Arrivals and Departures Policy

At Ribbons Preschool we give a warm welcome and goodbye to every child and family on their arrival and departure as well as ensuring the safety of children, parents/carers, visitors, employees, volunteers and students.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key worker). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents including the child's interests, experiences and observations from home.

If the parent/ requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification \*and/\*or a password are also required where possible for the designated adult (\*delete as appropriate). Parents are informed about these arrangements and reminded about them regularly. Other than the parent/s or legal guardian of the child we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child, the parent/carer will be contacted.

The child's key worker or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, in addition to what may already be shared via electronic systems, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent/ has arrived and handed to him/her personally. The Medication policy is to be followed regarding the parent signature.

The preschool will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency, such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the preschool about the arrangements as soon as possible. If in any doubt the preschool will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the Late collection policy).

On departure, the staff member releasing the child must mark the child register immediately to show that the child has left the premises.

Parents will be informed and reminded not to allow any other person onto the premises when dropping off or collecting their child to ensure their safety all at times.

In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so a member of staff will ask the person what the purpose of their visit is. If needed our

lockdown procedure will be initiated by staff and the police will be called. (Refer to lockdown procedure). In any cases where someone has gained unauthorised access to the premises we will revisit our arrivals and departures procedures and risk assessment.

**Adults arriving under the influence of alcohol or drugs**

Please refer to the Alcohol and substance misuse policy.

**Arrivals and departures of visitors**

For arrivals and departures of visitors the preschool requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitors policy for further information.

**Staff, Students and Volunteers**

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building including on breaks and lunchtimes.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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