

Arrival and Departure Policy

The principles set out in this policy should always be followed.

The Pre-School aims to offer a warm and friendly welcome to the unit whilst ensuring that every child arrives and departs from the unit safely at all times.

(Please also see our linked Safeguarding, Uncollected child, Illness, Outings, Visitors, Admissions, Confidentiality and Record keeping Policies.)

This policy aims to ensure;

- Our duty to safeguard children is maintained
- That the Pre-School Unit is not exposed to legal risk
- That all Staff, Volunteers, Students, Parents and Carers are aware of the procedures for arrival to and departure from the Pre-School Unit.

Responsibilities and expectations

Admissions

1. The Manager or in their absence the Deputy Manager will ensure that an accurate daily record of all children in the setting is maintained.
2. Any arrival or departure to or from the premises will be recorded on the register and the numbers displayed clearly on a board visible to all staff.
3. The register of attendance will be accessible to staff at all times in the Pre-School Unit.
4. The Manager or Deputy Manager will ensure that regular head counts of attending children are carried out throughout the day and checked against the register, updating the numbers board.
5. A register (of children and staff or volunteers attending) will be taken for outings and held/kept up to date throughout by the Manager or Deputy Manager.

Arrivals

1. On arrival children will be signed in on the register by a member of staff, and the time of arrival will be recorded.
2. Where children are booked to attend a session and do not arrive a member of staff will record the child as absent, this is then recorded as a sickness, holiday, or appointment reason. Absences are followed up with a request to complete an absence form.

Departures

1. When a child is collected at the end of a session/ day a member of staff will record that the child has left the premises, this will include the time of departure.
2. In the event that a child is to be collected by someone other than the child's parents or other main carers who are known to the Pre-School staff, this must be planned and recorded in accordance with the Pre-School child collection policy.

3. Only adults over the age of 18 years will be allowed to collect a child from the Pre-School Unit.
4. Unless planned and made known to staff in advance only adults named on the child's admission form will be permitted to collect a child from the Unit. Where a child is to be collected by someone else not known to Pre-School staff permission must be given in writing, or where it is an emergency, a secret word will be shared with the parent/carer and this will be requested by the staff when the child is collected along with the child's DOB.
5. In the event that someone arrives to collect a child from Pre-School Unit without the knowledge of the staff the child's parents will be contacted immediately and permission sought from them to allow the child to be collected by the individual who has arrived to collect the child. No child will leave the premises until permission is received from the Parent/Carer, and the child will stay in the Pre-School Unit until either the Parent/Carer collects the child or permission is obtained.
6. If a parent/ carer or other nominated person is going to be late collecting a child from the Pre-School this must be made known to staff in advance where possible. If an adult is late collecting a child without warning the Pre-School's uncollected child policy and procedures will be activated.
7. The register of attendance will record the child's departure from the Pre-School Unit including the time that they leave the premises.

Absences

1. If a child is absent from a Pre-School Unit session due to illness the Pre-School requests that the child's parents telephone the Pre-School to advise Staff accordingly, and an absence slip will be completed on the child's return to the Pre-School.
2. If a child has planned absences e.g., holidays or appointments, the Pre-School requests that their parents inform the Pre-School prior to the planned absence by completing an absence form provided by the Pre-School Unit.
3. If a child is absent from Pre-School for more than 3 consecutive days without warning or contact from the child's parents/carers to inform of the reason for the absence the Manager will contact the child's parents/carers to obtain a reason for the absence.
4. The Pre-School recognises that regular child absence may be an indication that a family may be encountering difficulties and may need some support. The Manager will always try to discover the cause of prolonged unexplained absences.

This policy was adopted on: 7th February 2023

Name of Pre-School: St Joseph's Pre-School Unit

Signed on behalf of the management:

Role of signatory: Manager

Date policy to be reviewed: March 2024