

Arrivals and departures

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

Arrivals

- A staff member will be at the main Pre-School gate to greet the children. There will also be a member of staff at the Pre-School door to greet the children into the building and to help them with their shoes, slippers and things.
- A member of staff will mark the register by 9.10am.
- If a child who is expected fails to arrive, this is recorded on the register and then a call is made to the care-giver to find out why the child is absent by 9.30am.
- Care-giver will notify staff if someone different is collecting their child and a password is provided.
- Staff greets the care-giver and takes time to hear information the parents need to share.
- Always ensure that the parents say goodbye to their child and say when they are coming back, such as 'this afternoon', rather than just 'later'.
- If the member of staff receiving the child is not the key person, the member of staff will hand over the information shared by the parents to the key person when they arrive.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting then a quick record is made.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required. Children will change out of their slippers and will change into their shoes.
- Parents will wait outside the Pre-School building and staff will greet parents when they arrive, ensuring that the person who has arrived to collect the child is named on the collection form. They hand over the child personally.
- Only persons aged over 16 years should normally collect children. If staff have any concerns about who is collecting a child, then the care-giver will be contacted. Staff will also inform the Head of School or Executive Head
- Staff will feedback to parents about their child's day.

- Confidential information should be shared with the Pre-School Lead or deputy manager to pass on.

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A 'Wessex Learning Trust' Academy

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Safeguarding is everyone's responsibility

