

Banwell Buddies Pre-School Arrival/Departure Procedure

Method

- Each morning staff carries out the necessary risk assessments prior to the start of the session.
- The door is opened before each session and an allocated member of staff greets parents/carers and children, and then secures the door.
- Each child is required to locate their named photo from the wall and place it next to a peg.
- Parents/carers are responsible for hanging up coats etc on the child's peg, and to change footwear into suitable indoor wear and place outdoor wear in a bag on peg. Please note that the children must not have carrier bags on their pegs due to the risks involved
- Once inside the building parents/carers are required to sign the signing in sheet and complete all details.
- Staff members should discuss any issues or concerns with parents of their key children and/or those they are back up for as necessary.
- Once children have been signed in, parents are responsible for settling their children with an activity prior to leaving the premises.
- After the children have been settled and parents have left the building, the staff become responsible for all the children in attendance.
- Prior to the end of the session all children are seated for on the carpeted area, where they will be encouraged to sing the goodbye song.
- Children must be collected from the carpet area so staff can clearly pair the child with their responsible adult and ensure each child leaves safely.
- An allocated member of staff opens the door at the end of the each session to allow parents/carers in. Parents should wait until staff open the door.
- Parent/carers are required to sign and time their child out from the desk before leaving the building.
- Each child may return their named photo to the wall before leaving.
- If there are four or more members of staff in attendance, at 3.30pm, in order to ease congestion, parents enter the side gate once it has been opened by a member of staff. They then collect their child and leave via the front door, creating a one-way system. If there aren't enough staff to execute this, parents will enter via the front door.

- The Leader/Deputy Leader is responsible for ensuring that children only leave with their named person and that, on their departure, each child is ticked off on the register.
- Anybody under the age of sixteen or not put down on the named persons list to collect will not be permitted to take any child from the building. Also anybody who appears under the influence of alcohol or drugs staff will refer to the setting's safeguarding procedures. .
- A password is required for anyone other than those responsible for the child, in order to take them from the building.
- Once all children have safely left the building the door is secured.
- For children staying at the Stay and Play sessions, parents/carers should ring the doorbell to collect their child.
- If for any reason a parent is going to be late they must inform staff as soon as possible on 822233.
- If any child remains after 15 minutes then the Non-Collection policy is commenced.
- Additional charges may be deemed necessary.
- All children should arrive and depart preschool together at the times set by Banwell Buddies. This ensures that children and staff can be fully involved with their key children in group activities, and children benefit from being part of the routine. One off early collections/late arrivals are fine but should be arranged in advance.

The policy was adopted at a meeting of

Banwell Buddies staff

Held on

5th September 2018

Signed on behalf of the Management Committee



Role of Signatory

Chair of Management
Committee.