**Arrival and Departure of Children Policy**

**This policy should be read in conjunction with the: Pandemic Policy, Data Collection Policy, Health and Safety Policy, Code of Conduct for Parents/Carers, The Non-collection of Children Policy and Safeguarding Children Policy also correlates with the EYFS April 2017 – sections: 3.62, of which all set out the frameworks for supporting staff and children.**

**Statement of Intent**

To ensure the safety of all children.

**Aim**

The Policy aims to ensure that all children are safe from harm during hours of opening and only released into the care of individuals who have been notified to us by the parent. **NO child will leave the premises unsupervised or with an adult unknown to us without prior arrangement.**

**Procedures - Arrival**

* The door is opened at 8.55am; The manager or supervisor will man the outer (main) door to meet and greet children, parents and carers. All parents and carers are requested to bring children into the main room before leaving them. Another staff member will man the inner main door so as to ensure no child once in the building can leave accidentally all other staff members will be in the main room. The manager/staff member manning the main door will sign children in on the days register – this will be double checked by Manager/supervisors and the number of children in recorded on the white board and foot of the register.
* Patcham Village Pre-school will ensure that adult: child ratios as set down by the Statutory Framework for the Early Years Foundation Stage (2017) are adhered to at all times.
* The main door will be locked, chained and alarm activated in each instance the door is closed.
* If children arrive during outdoor play a staff member will remove one of the cones at the front gate to allow entry; this will be replaced immediately on closing of the gate.

**Procedures - Departure**

* At collection times, the main door will be opened and children will be called individually from the foyer/quiet room to meet their parent/carers immediately within the gardens of the pre-school. Staff will sign children out, and the person in charge of the running of the session will be responsible for checking this has been done.
* At all times other than during outdoor play and planned outings and fire drills children remain will inside the building, the door will be secured and alarm activated again. No fire doors will remain open during opening hours.
* Parents are informed they must provide advance notice if another person is to collect their child. Details of these people will be recorded in the ‘collections book’ or in the case of a person collecting regularly, an ‘authority to collect child’ form will be completed by the parent. A password will be required by the person collecting which the pre-school will provide.
* If the person collecting the child is unknown to staff, parents will be given a password to give the unknown person; this will be required by staff before the child is released to them. **If staff are in any doubt** as to the person’s right to collect the child, the child will remain in the setting until contact is made with the parent/primary care-giver or emergency contacts.
* If a parent telephones the pre-school to request another person collects their child, 1471 will be done by a staff member to verify the number is that which is recorded on the child’s registration form; if not a call back to the **registered** landline or mobile phone will be carried out by a staff member to ensure the callers authenticity.
* Parents are made aware that their children must be collected on time; this ensures Patcham Village Pre-school’s compliance with legal adult:child ratios as set out in the EYFS 2017.

**In the event of a pandemic:-**

Drop offs and collections will be in line with government guidance in order to maintain and preserve the sterile play environment – please see pandemic policy/Coronavirus Risk assessment.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 25th June 2019

Signed by:

Manager (Janet Hornsby)

Date: