



## Arrivals and Departures Policy

At Ribbons Preschool we give a warm welcome to every child and family on their arrival and departure as well as ensuring the safety of children, parent/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. 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 adult. A password is also required where possible for the designated adult. 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 child the parent/carer will be contacted.

staff members must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, 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 parental 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 adult 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 marked to show that the child has left the premises.

Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping off or collecting, this is to ensure the safety of all at **Ribbons Preschool**

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**

The Preschool's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unfit to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the Preschool will intervene and endeavour to prevent this individual from getting back into the vehicle. The Preschool reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

### **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 visitor's policy for further information.

### **Covid 19**

- Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults **attending** the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space **outdoors** where key children are dropped off/collected around the same time and then transferred to their base room together
- Key staff will have registers, so attendance can be marked immediately on entry
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child
- All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting to show these

- Giving an allocated drop off and collection time to each parent and ask that you meet these set times, as this will allow us to be able to monitor the amount of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off. The process for these times will also be shared, including protocols for minimising adult-to-adult contact
- There may be some changes to where you drop off your child, for example the door directly outside your child's base room. These instructions will be clearly communicated to you in writing and safety will be maintained.

Further information will be communicated to all parents in the usual ways prior to the start date. We will also continue to keep you up to date as government guidelines change and we review our practice.

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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