**![MPj04394690000[1]]()St. George Preschool CIO**

**Arrival and Departure Policy and Procedures**

**Aims**

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

**Policy**

The Manager, Deputy and room lead in the Acorn’s room will ensure that an accurate record is kept of all children in the setting, and that any arrival or departure to and from the premises is recorded in the register. The registers will always be kept in an accessible location on the premises. Records will also be kept of staff in attendance and visitors to the setting.

**Procedure**

**Arrival of children**

* The arrival of all children will be recorded in the daily register, including the time of late arrivals
* Oaks children will self-register with their key groups in their designated area
* Acorns children will self-register with their key groups in their designated area

All parents and children will enter the preschool through the parent’s room. If a child is attending an all-day session, they will leave their lunch box in the red trolley on the right.

Oaks children hang their coats and put their bags on the racks in the parent’s room then come into the Oaks room to register.

Acorns children come in to the preschool room with parents and go over to the left. Children leave their coats on the Acorns rack and put their bags on the blue rack. Parents then take their child in to the Acorn’s room and take them to their designated area where they will register with their key person.

If a parent wishes to speak to a member of staff they can do this once all the children are either in and settled or have been picked up.

**Staff deployment during departure of children**

Oaks staff

* One member of staff will be at the perimeter gate taking the register
* One member of staff will be at the barrier
* Remainder of staff will be supervising the children

Acorns Staff

* One member of staff will be at the perimeter gate taking the register
* One member of staff will be at the barrier
* Remainder of staff will be supervising children

**Departure of children**

* Parents must give written information about names and contact details of all people authorised to collect their child on the application form.
* If anyone other than the named person is collecting the child the password must be given and the person collecting must make themselves known to the staff member at the front gate.
* Children will not be allowed to leave the premises unaccompanied.
* Children will not be allowed to leave with anybody under the age of 16.
* Children in the Oaks will be collected from the Oaks room.
* Children in the Acorns will be collected from the Acorns room.

**Late collection**

* If the adult collecting the child is going to be late, staff must be informed of this prior to the end of the session. If the designated adult is late in picking up the children without warning, the Procedure for Uncollected Children will be employed.
* If a parent / carer is unreasonably late in collecting their child without contacting the setting to inform them of unexpected delays, or is persistently late, a charge will be made. No child will ever be left unsupervised because a parent / carer has failed to collect them, see Procedure for Uncollected Children.

**Staff**

Details of staff working will be recorded on the daily register.

**Visitors**

Visitors will sign in using the visitor’s book. Details recorded will include name, organisation (if applicable), and arrival / departure times.

**Record Keeping**

Records of daily registers should be kept by the setting for at least three years.

**Information**

* Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.
* Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1st December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.
* Parents should be in a fit state to collect their children. If a parent arrives in an ‘unfit’ state, for example through alcohol or drugs the manager or deputy should notify Social Services.

Date agreed – September 2017 Review date – September 2018

Signed by Sharon Carstairs Signature:

Role of signatory – Preschool Manager

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