

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

8.2a Arrival and Departure Policy

Policy statement

We aim to ensure that children arrive and depart in a safe manner and only with parents/carers who are known to or identified to staff members and who are able to care for the child responsibly.

Procedures

- Children enter and exit through the main door to the setting.
- This door will be constantly supervised by a member of staff to ensure that a child does not leave unaccompanied.
- Parents are told not to allow other people into the setting, even if they think they know them/recognise them. There is a sign on the door reminding parents of this and that only staff are to be on the door.
- Staff will allow visitors to enter only after they have been identified and they will be required to sign the visitors book on arrival and departure which is located in the lobby.
- Adults collecting children must be over 16 years of age, known by the staff and/or identified by regular carers /parents as having permission to collect the child or able to use the identified password needed to confirm they have permission to collect. Sometimes we ask for ID as well as the password.
- Staff will not release children to unidentified adults, those identified as not being allowed access to the child or any person who may be under the influence of alcohol or any other substance that may impair their ability to care for that child. In this situation the emergency contact numbers will be used to contact an alternative adult.
- It is the parent's/carers responsibility to inform preschool of any changes in family circumstances that may influence who is allowed to collect the child

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| This policy was adopted at a meeting of | <u>Downton Community Preschool</u> | <i>(name of provider)</i> |
| Held on | <u>September 2019</u> | <i>(date)</i> |
| Date to be reviewed | <u>September 2020</u> | <i>(date)</i> |
| Signed on behalf of the provider | | |
| Name of signatory | <u>Sarah Nutbeam and Lucy Babb</u> | |
| Role of signatory (e.g. chair, director or owner) | <u>Co-Chairs</u> | |

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)