



Procedure for the arrival and departure of staff, parents and children

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| 0.1 | Initial draft – To be approved by Committee | Melanie Nadin | 16/11/17 |
| 0.2 | Read, grammar corrected. | Sarah Allen | 17/11/17 |
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Procedure for the arrival and departure of staff, parents and children

Arrival of Staff

All staff are to arrive and be ready to start work by 08:30am. The Manager/Assistant Manager will use their fob to enter the premises, via the key coded/fob gate. No other staff member is to hold a fob or key code. The school caretaker will open up the site earlier and the heating is on an automatic timer. Staff are to sign in using the visitor's book.

Arrival of Parents and Children

The parents arrive for the start of the session at 8.45 am. Prompt arrival is encouraged to ensure preschool are able to begin the day as scheduled. Entry is not permitted prior to this time. Parents will arrive by the rear gate where a member of staff will welcome them. The gate will be opened at 8.45am. Parents are welcome to enter the children's centre to settle their child if necessary. If the parent also has another child to take to school at St. Peters they are requested to exit pre-school through the bottom gate and walk their child around to the top gate to enter the school premises, this is for safeguarding purposes.

The register will be with the staff member in the setting so that they can document the time at which the child enters the setting.

Once the parent has left, the responsibility for the children passes to the Pre-School.

Prior to the children entering, a member of staff will carry out a daily health and safety check of the building, including toilet areas, to ensure that only staff are in the building. They must complete the relevant paperwork and file it accordingly; this will be repeated again at the 12.30pm registration check after the last child (lunch time leaver) has left the building.

Any parents leaving once the gate has been closed will be escorted out of the Children's Centre and School site to ensure safeguarding of all children on St Peter's site.

If a parent is late, they will need to sound the intercom. On releasing the gate, a staff member will greet the parent and child at the main door.

Departure of Parents and Children

Parents will arrive to collect their children promptly at the end a session at 12.15 or 15:15. The main gate will not be opened until 12.15 or 15:15 and parents are asked to wait outside the school gate, until a staff member releases the gate.

The children will be released individually to the parent/carer.

Staff will document the time at which the child left the setting on the register.



We only permit the ' authorised 'parent/carer to collect a child from pre-school unless we have already received permission from them for another adult to collect and a password(if we don't know them)has been agreed on. In cases where the parent/carer gives permission for another adult to collect their child on a regular basis they will need to sign a permission slip to confirm this .In cases where parents have not informed staff that another adult will be collecting their child, we will have to contact the parent before the child will be released from our care. Preschool will not release the care of a child to a minor (children under the age of 16).

Once the child has been released to the parent/carer, responsibility again passes back to them.

Parents and children then exit the school setting via the gate they came in.

If parents have a sibling attending the school, they are asked to return to the gate where a school staff member will allow them on site to collect these children from the playground at 15:30. This is in line with safeguarding all children on the St Peters site.

Departure of Staff

Once all parents and children have left the building, the staff ensure that all equipment is packed away and that the room is left in a clean & tidy state.

Staff to sign out using the visitor's book.

No staff member should be left in the building alone or enter/depart the building alone.

Date for review Sept 2020 unless new legislation comes in to effect.