

7. Arrival and Departures

Statement of intent

The wellbeing, safety and security of the children in the Playschool is our main concern. An accurate record is kept of their absences, arrivals and departures and that they leave the premises with authorised and responsible adults.

Aim

We aim to ensure that children arrive and depart in a safe manner.

Practice

Morning sessions

- The parent/guardian enter the school playground from 8.30am - 8.40am.
- We ask that Playschool children do not use the school equipment, as the schools' insurance does not extend to this age group.
- At 9am, Playschool staff will collect the children from the playground gate.
- Parents are welcome to come in and settle their child.
- Parents having settled child must be escorted by a member of staff through the school and out of to the school building or playground.
- We request for your prompt arrival however, if you are late and arrive after 9am please enter the building via the front entrance of the school. Please phone the Playschool (01372 453162) and a member of staff will escort you and/or the child through the school building.

Afternoon sessions

- Children and parents are asked to wait outside the front entrance of the school until 12 noon, when a member of staff will open the school front door
- Children can then enter Playschool via the school hall. Parents will be escorted through the hall by a member of staff.
- For collections at 3pm parents/guardians are to queue on the pathway in the school drive until the playground is unlocked by a school member of staff.
- Parents/guardians are requested to walk to the Playschool playground where the children are collected from a member of staff

Arrival and departure

- It is the practice of the Playschool to give a warm welcome to each child on their arrival.
- The staff member receiving the child will immediately record any specific information provided by the parent/guardian; e.g. health, collection details
- If the parent/guardian requests medication to be given to the child during the day, the staff member must ensure that the Administering Medicines Policy is followed.
- At the end of the day the medicine should be collected from the refrigerator or medicine cupboard immediately prior to the parent/guardian and child leaving the premises.
- Details of nominated emergency contacts will be collected as part of the registration process and those named will be permitted to collect the child
- If no parent/guardian or nominated emergency contact can collect the child, the parent/guardian must provide the Playschool with a clear description and contact details of the responsible adult collecting on that occasion. If the adult is not known to the Playschool, the manager will request photo ID, i.e. driving license, workplace pass and show a member of staff before collecting the child.
- No child will be allowed to leave the Playschool with anyone under the age of 18.
- When a parent requests that a child goes home with someone other than the adult who usually collects them, Playschool must be informed. If an unauthorised person does come to collect a child, a phone call will be made to the parent.

- On no account will a child be released from the premises to an unauthorised person. Any deviation made by any member of staff will be considered as gross misconduct and dealt with accordingly.
- Staff will feedback relevant information to the parent/guardian about the child's day

Late collection

- It is the parent/guardian responsibility to inform the Playschool if they are going to be late to collect their child.
- The delayed parent/guardian must give an estimated time of arrival so that appropriate staffing can be arranged.
- If the late collection of a child means that only one member of staff remains, they and the child will wait in the Polesden Lacey Infant School reception area.
- We reserve the right to charge parents for the additional hours worked by staff. If a child has been not collected by the agreed collection time a late collection charge will be levied as follows:
 - £10 after the first 15 minutes and the same thereafter; at the Manager's discretion.
- If any child is not collected by the end of the session/day and the parent/guardians has not contacted the Playschool the following procedure will be followed:
 - A qualified practitioner will sit and reassure the child
 - The Manager will telephone the main contact for the child including mobile and home numbers after 10 minutes, if no answer, we will wait for a further 10 minutes;
 - If there is no response, all other emergency contact numbers will be telephoned;
 - If there is no response from emergency contact numbers and the child has not been collected after a further 10 minutes, Surrey's Children's Single Point of Access (C-SPA) will be called. The child will be placed in their care.

If this was instigated, a notice for the parent/guardians would be placed on the entrance door to the main school giving the manager's contact details to discuss actions taken. Under no circumstances will staff members take a child home with them. Depending on circumstances, a full written report of the incident will be recorded in the child's file.

Adults arriving under the influence of alcohol or drugs

- If an adult arrives to collect a child, whether this is the parent/guardian or authorised adult, and they are deemed to be under the influence of alcohol or drugs, the Manager will assess whether the child's safety and welfare is at risk if they are released into their care.
- The decision not to release the child will be discussed with the adult and where required a further emergency contact will be called to collect the child.
- If no other emergency contact can be reached the manager will contact the C-SPA for advice and guidance.
- If anyone having driven themselves to Playschool to collect a child is thought to be under the influence of alcohol and/or drugs, the police will be contacted.

Arrival and departures of visitors

- Visitors must have their identity checked before entering the Playschool,
- All visitors must complete and sign the Visitors Book,
- Visitors must not be left unattended at any time,
- Visitors will be asked not use their phones on the premises,

Policy Review

As part of Polesden Lacey Playschool monitoring of arrival and departures of children this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25