

Safeguarding children

Arrival and departure



Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during arrival and departure.

Systems are in place ensuring access points to the building are monitored, ensuring no unauthorised people can enter the building whilst in use.

Procedures

- *All staff and volunteers arrival is recorded in the staff register.*
- *Staff ensure that doors are locked between staff arrival and departure*
- *Parents/carers press the buzzer at the main door to gain entry. A staff member unlocks the door and greets, locking the door behind them.*
- *Parents bring their child/ren in to the the classroom, and help their child/ren to hang up coats etc and choose a book to take home.*
- *Parents/carers then hand their child/ren over to a member of staff, usually their key person.*
- *A member of staff then unlocks the main door for the parent to depart, and re-locks it.*
- *Children are handed over to their parent/carer at the main door/entrance area at collection time.*
- *Children arriving early or late are recorded in the daily register, recording times and details. This is kept in the office*
- *Un known visitors are asked for ID, or have made an appointment prior to their visit.*
- *All visitors record details in the visitors book, recording: Date, Name, time of arrival and departure, and purpose of visit.*
- *A member of staff stays with visitors at all times.*

- *Children are not released to anyone not authorised by the parent on their registration form, and parents are requested to inform staff of anyone other than themselves who will be collecting their child/ren.*
- *Parents/carers are responsible for their child/ren after collection, including the time before they leave the site.*

This policy was adopted at a meeting of

Little Explorers Pre-School

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Role of signatory (Chairperson)

Chairperson