

Arrival and Departure Policy

Aim

At Dilton Marsh Pre-School we need to be aware of who is on the premises at all times, for the safety of the children, visitors and staff alike.

To enable us to do this the following procedures are in place..

Methods

Children

Upon arrival parents/carers will sign their children in and wait in the foyer until the session begins, children should, at no time, be left unaccompanied whilst waiting.

Once the playroom has been opened at the start of the session the children will enter. The main front door will be locked immediately, at this stage any late parents will only be able to gain entry by ringing the door bell/alerting a member of staff.

Once in the playroom and parents having left, the children will self register on the photo board and the register will then be taken by a member of staff.

Only at the end of the session will the front door be unlocked, or when a child is collected, the Playleader/deputy will man the playroom door and call each child forward individually as each parent/carer arrives, ensuring that the child leaves with that parent/carer.

For details of parents/carers arriving late to collect their child please see the 'Uncollected Child' policy.

Should an unknown person arrive to collect a child the child will remain in the Pre-School and, under no circumstances, be allowed to leave without the full knowledge of the parent/carer, who will be contacted immediately.

We have a password system in place as part of our ongoing commitment to safeguarding the children and this is stuck to vigilantly.

Visitors

Visitors to the Pre-School will, upon arrival, be asked to sign the visitors book fully and again to sign out when they leave the premises.

Unknown visitors will be asked to identify themselves and state their business before allowed to enter the premises whereupon they will sign the visitors book and again sign out when leaving.

Staff

Staff will also sign in upon arrival and departure.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....