Arrivals and Departures

All children are welcomed into a warm and safe environment, as a setting we are required to uphold safety measures to ensure children are accounted for at all times.

**Safety:**

* On arrival parents will knock and wait to greeted and granted entry into the building by an authorised induvial. The door is only to be opened by a responsible person and permission granted if the induvial is known. In the case of an uncertainty Management should be notified and password procedure followed.
* Parents or non-staff members are not permitted to open the door to any person.
* The setting door can only be opened from the inside and the handle is not an accessible height for children.
* Phones are strictly prohibited whist within the setting, clear no phone signs are displayed and to be adhered to.
* Gates in the doorways to the rooms are to be closed during all collection/drop off times, including: 8-9, 12:30-1, 3-5.

**Arrival:**

* A child will be greeted by their Key person or buddy, any relevant information should be shared eg: how they have slept, their mood, any medication or updates. The child’s belongings should then be stored appropriately on their peg/ in cube. *Outdoor shoes must be swapped for indoor shoes, slippers are allowed.*
* Parents are required to make the setting aware of any marks, or injuries that have occurred whilst away from the setting, and complete the relevant ‘Pre Existing forms’ before leaving
* The person who has greeted the child is then responsible for ensuring they are signed on via the register, the most senior member of staff within the room is to oversee this.
* Staff are to be adequately deployed throughout all areas of the room during this period, providing supervision to all children.
* Only one member of staff is to greet a child/parent and support them during the arrival procedure.

**Departure:**

* The key person/buddy should greet the parent and begin hand over. They should share information about the child’s day, where applicable, telling them what they have enjoyed or explored, how they have eaten, slept, nappies, etc. Information should also be updated via the Parenta portal for parents viewing.
* Communication accommodations should be made where possible in the case English is not a families first language.
* If any private information needs to be shared, this should be done confidentially and within an appropriate area if required, eg: staff room or office.
* Only one practitioner should complete a handover with a parent, whilst other staff continue to supervise remaining children.
* The parent is responsible for gathering the child’s bag and belongings.
* Parents are to leave the setting upon completion of handover and any discussions.
* Upon departure, the person who has completed the handover is responsible for ensuring they are signed out via the register, the most senior member of staff within the room should over see this.
* We ask parents to notify us as soon as possible if they will be late collecting, parents may be charged for a late collection, for further information please refer to ‘Uncollected Chicly Policy’
* Child will only be allowed to leave the setting with a known person, who is on the collection list and is aware of the password

**Documentation for reference:**

* Statutory Framework for the Early Years Foundation Stage
* • Section 1 - The Learning and Development Requirements
* Learning and Development Considerations 1.16.
* Section 3 - Safeguarding and Welfare Requirements
* Staff qualifications, training, support and skills 3.21
* Key person 3.27
* Arrivals and Departures
* Staff: child ratio – all providers (including childminders) 3.29
* Premises 3.62 and 3.63
* Information about the provider 3.77.