



## COUNTESS GYTHA PRESCHOOL

### Arrivals and departures

Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of the day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

#### Arrivals

- Children and parents are greeted at the door by a member of staff, always being received into the setting by a familiar and trusted adult. Children hang their self-registration pictures onto the tree in the lobby area with support from their parents.
- Once inside, the children hang their coats and bag on a peg in the reception area, supported by a staff member if needed.
- A further member of staff records the arrival of children on the digital register on Tapestry. This ensures an accurate record of which children are attending at any given time.
- If a child who is expected fails to arrive, the setting manager is notified so that they can contact the child's parents to find out why the child is absent following the settings absence procedure.
- Any consent forms are signed that are needed.

#### Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting an existing injuries form is completed following a conversation with whoever dropped the child off. This is then filed in the existing injuries folder.

#### Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- The time of departure is recorded on the digital register on Tapestry of each child as they leave by a member of staff.
- Only persons over the age of 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent. In all cases the setting manager will ask the parents to ensure that in future alternative arrangements are made. No child will be collected by anyone who has not reached the

14 years of age. The risk assessment should take account of factors such as age/vulnerability of the child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.

- Practitioners verbally exchange information with parents.

### **Maintaining children's safety and security.**

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents arrive at the same time. To minimise the risk of a child leaving the building unnoticed, the setting manager conducts a risk assessment that identifies potential risks and the measures put in place to minimise them, such as staff busy talking to individual parents or doors left ajar.

Updated: March 2023

Next review date: March 2024