

Banwell Buddies Pre-School Arrival/Departure Procedure

Method

- Each morning staff carry out the necessary risk assessments prior to the start of the session.
- The door is opened before each session and an allocated member of staff greets parents/carers and children, then secures the door.
- Once inside the building parents/carers are required to sign the signing in sheet and complete all details.
- A leader is positioned at the signing in point to discuss any issues parents/carers may have.
- Each child is required to locate their named photo from the display board and place it next to a peg
- Parents/carers are responsible for hanging up coats etc on the child's peg, and to change footwear into suitable indoor wear and place outdoor wear in a bag on peg. Parents/carers are required to provide a change of clothes, indoor footwear and appropriate clothing for outdoors i.e.; coat in winter, hat in summer.
- Once children are signed in, parents are responsible for settling their children with an activity prior to leaving the premises.
- Once children have been signed in and parents/carers have left the building staff then become responsible for all children in attendance.
- Prior to the end of the session all children are seated for on the carpeted area.
- An allocated member of staff opens the door at the end of each session to allow parents/carers in.

- Parents/carers are then required to collect children from the carpeted area only.
- Each may return their named photo to the display board before leaving
- Parent/carers are required to sign and time their child out from the desk before leaving the building
- The member of staff on the door is responsible for ensuring children only leave with their named person and that, on their departure, each child is ticked of the list.
- Anybody under the age of sixteen or not put down on the named persons list to collect will not be permitted to take any child from the building. Also if anybody appears under the influence of alcohol or drugs staff will refer to the appropriate policy for guidance.
- Once all children have safely left the building the door is secured.
- If for any reason a parent is going to be late they must inform staff as soon as possible on 822233.
- If any child remains after 15minutes then the non collection policy is commenced.
- Additional charges may be deemed necessary.

This policy was adopted at a meeting of _____

Held on _____

Signed on behalf of the Management Committee _____

Role of signatory _____