

Chudleigh Pre-school

Registered Charity No: 1028874

PLA No: 22478

Arrival and Collection of Children Policy.

Policy Statement

Children's safety is a top priority during the busy drop off and collection periods. To ensure that the children are kept safe, Chudleigh Pre-School staff use the following procedures.

Arrival

On arrival parents/carers and their children are asked to wait in our lobbies where children can hang up their coats and collect their name cards.

Doors will open at 9.00 a.m. for our 'Early Starts' and at 9.15 for our regular morning session and at 12.15 for our afternoon sessions. Children must remain the responsibility of their parent/carer until this point.

There may be children that staff collect from Breakfast club providers at 9.00a.m.

Only staff members may open the door to allow parents/careers access to and from preschool. There will always be two adults on the door greeting the children and marking them in on our register. We ask that if parent/carers have messages that they would like to pass on or if they would like a quick discussion with a member of staff, that they speak to a member of staff who isn't on the door so that the children's safety isn't compromised whilst the door is open. Once all the children have arrived, a total headcount is noted.

Late Arrivals:

Parents are asked to knock on our doors and a staff member will come to welcome the child into the setting. The time of the child's arrival will be recorded in the register and the headcount amended.

Absences:

Parents are asked to inform us by 10 am on the first day of absence if their child is sick or not attending Pre-School for any reason. We ask that they let us know in person or by phone, preferably to the site the child is attending. (Town Hall: 01626 854680; School Site: 01626 852147, ext. 3). If the illness continues, we ask that parents update us every 48 hours with their child's progress. Please note that the office is not manned daily, so emails may not get picked up straightaway, however, there is an answerphone at the Town Hall and messages can be passed across to the School Site. Please see our full Absence Procedure, Information Guidance for parents for further detail.

Departure:

Upon departure two staff members are situated by the main door and vigilantly watch the exit doors to prevent a child leaving the setting without their parent or carer. Children are marked off the register as they leave the room and immediately become the responsibility of the parent/carer. Pre-School staff will always be available to chat to parents at the end of the session. For the children's safety we ask that parents avoid entering into detailed conversations with staff members manning the door. Departures may be at 12.15, 1.15, 3.15 or Late Finish at 3.30p.m

There may be children who are transferred by staff between our settings at lunch time or to After School Care providers at 3.30pm.

The Lead Practitioner and one other staff member must remain until each child has safely left the building with a parent or known guardian.

Authorised Collection:

If someone other than the Parent/Guardian collects a child, staff MUST be informed prior to collection. In these circumstances, parents must specify who this is going to be and give consent by completing a form in our Child Collection File. There are two different forms that might meet their needs:

Long term, regular collectors – this form can be filled in at any time but will be renewed each September or as personal circumstances change. We will need both the parent's signature and the signature of the person(s) collecting the child.

Where the child is going to be collected as a one off by a different person on that day again; we will ask for both signatures.

If for any reason parents discover that they will be unable to collect their child as planned, we ask that they ring in and inform us giving the full name of the person collecting. A record of the request will be completed on the collection form and the person collecting will be asked to sign the appropriate form. Please note that it is important to 'ring' rather than email as the office isn't manned full time.

Once a consent has been completed on the form if we have not already been introduced to the 'collector' we ask that parents provide us and the collector with a 'password' that can be given on collection. If parents would like to show Pre-School staff a photo of the collector, then they are very welcome

Suitability:

If anyone collecting a child from the setting is deemed to be under the influence of drugs, alcohol or substance abuse, it is possible that the staff may have concerns for the child's welfare. This could be regarding the adult's ability to care for the child or for the safety of the child and others if the adult will be transporting the child from the setting.

Staff may take the following steps:

Staff will, if they feel able, approach the adult and explain their concerns and the feared consequences in a private area. Staff will offer support where possible by offering to contact family or friends to come and support the child and adult and ensure that they get home safely. Should the adult collecting the child decline the help offered, staff may take further action if they are still concerned. This may involve contacting the local Police Authority for further assistance. The staff will endeavour to record the following information to pass to the authorities: name of person collecting child, time of departure, and anticipated destination address if known. Staff will record any instances where drug, alcohol or substance abuse is suspected, and records will be passed to the settings designated Safe-Guarding Leads for necessary action.

Late Collection:

If a child is not collected at the end of the session/day, the following procedure will be followed:

The Child Collection file will be checked for any information about changes to the normal collection routines; if no information is available all reasonable attempts will be made to contact the parents or those authorised as emergency contacts in the child's registration documents.

The child must not leave the premises with anyone other than those named on the registration form or in the Child Collection file.

Please refer to our full Non-Collection of a child policy if you would like further information.

Related Policies:

Health and Safety Policy

Attendance and Absence Child Policy

Non- Collection of a Child Policy

Safe-Guarding of Children Policy

Separate policy created and adopted from Health and Safety Policy Section 4

4th March 2020

Adopted by the Committee: March 2020