



Winton Pre-School Little Explorers

09 Early years practice procedures

09.6 Prime times – arrivals and departures

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. 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 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

- All staff greet the children when they arrive and are signed in by a member of staff at the entrance of the Pre-School. Staff are all in the main room ready to greet and settle the children into their pre-school day.
- Register and head count is completed as soon as the children arrive.
- Staff member updates the Ratio to child board to ensure everyone knows how many children are present that day.
- If a child who is expected fails to arrive, this is recorded on the absence form and the setting manager is immediately notified so that they can contact the child's parents/carers to find out why the child is absent following procedure 09.2 Absence.
- The staff situated on the door will sign the children in stating who has dropped off i.e. Mum /Dad/Parents/carers. Parents/carers are to tell staff member of who will be collecting the child, and at what time if not them.
- Staff on the door greets the parents/carers and takes time to hear information the parents/carers need to share. They inform the parents/carers of aspects of the day, such as, any planned outings, or special planned event. Any consent forms are signed.
- Parents/carers should say goodbye before leaving. Many parents/carers will be in a hurry, but this can have an unsettling effect.
- Always ensure that the parents/carers say goodbye to their child and say when they are coming back, such as 'after tea', rather than just 'later'.
- Any information shared by parents/carers on the door will be shared with keyworker and all staff if necessary.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting procedure 6.1 is followed.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- A member of staff greets parents/carers when they arrive, ensuring that the person who has arrived to collect the child is named on the signing in/out form. They hand over the child personally and enter the time of departure in the register.
- Only persons aged over 18 years should normally collect children. If the parent/carer is under 16 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 18 years of age (unless a parent). The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.
- Educators verbally exchange information with parents.
- Staff at the end of the day do a hand over on child's day to the parents/carers. Confidential information should be shared by the setting manager to discuss with parents/carers where necessary.

Maintaining children's safety and security

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents/carers arrive at the same time or when in shared premises. 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/carers or doors left ajar. The risk assessment is shared with all staff and is updated as and when required. View procedure 01.1 Risk assessment and 01.1a Generic risk assessment form for further guidance.