

## **No. 7                    Arrival and departure procedure (Pavilion)**

There are 4 doors giving exit from the Pavilion. Only 1 door is to be unsecured during arrival and departure times.

On arrival, all children will be welcomed by a member of staff. That member of staff will stay by the door to safeguard against children leaving the setting whilst parents are dropping off.

The staff member will note child's time of arrival on the register.

The member of staff taking the register will make all staff aware of the number of children at the session and who is absent from the session.

On completion of taking the register or when the majority of children are in the Pavilion, the main door will be secured. Any parent arriving late can ring the bell to gain entrance to the Pavilion.

At the end of the session the children will go to the patio where they will play under supervision until called for collection. The children's belongings will be outside the main door (if the weather is poor the belongings will be kept in the extension hallway). One or two staff members will be outside to help with any mislaid items and to talk to parents.

The Supervisor will unlock the main door to allow children to be collected by their parent. The Supervisor will stay by the door to safeguard against children leaving the setting unattended. As parents arrive they are helped to gather their child's belongings before their child is called to the door.

As children leave the Pavilion the time is noted on the register. If a child is collected early this time is recorded.

Children will not be allowed to leave the pre-school with anyone other than their parent or carer or a nominated person. Children may not be picked up by anyone under 16 years of age (the only exception being if the parent is under the age of 16 years).

Parents must ensure that if they are not collecting their child personally then they must inform a member of staff. Children are only allowed to leave with a nominated person who is able to share a password linked to the individual child.

The arrival and departure times of all adults - staff, volunteers and visitors are recorded centrally.

**Parents should be aware that staff will NOT be responsible for supervising or ensuring the safety of children in the vicinity of the setting (including the car park) prior to arriving or after departing the pavilion.**

This policy was adopted at a meeting of Grindleford and Eyam Playgroup:

## Grindleford and Eyam Playgroup - Procedure

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory: