

## **Arrivals and Departures**

Meynell Kindergarten will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

### **Arrivals**

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the nursery until the registration form is complete with all necessary information as identified in the EYFS.
- Parents are required to sign their child in each morning giving details of time of arrival, who brought the children and who will be collecting the child.
- A register will be kept which will be kept on the premises at all times. A copy of the register will be taken on trips and outings..
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

### **Departures**

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
- Meynell Kindergarten reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Children must be signed out.
- Departure times will be recorded.

### **Late collection**

- If you going to be late collecting your child please can you ensure to let the Kindergarten know so the correct ratios are in place.

### **Escorting procedure**

- All regular escorts will be known to the childcare provider and must hold a current DBS registration .
- A full risk assessment will be carried out before children are escorted.
- Adult:child normal ratio requirements will be exceeded where necessary.
- Children will walk in pairs.
- Staff will ensure that children walk on the inside of the path.
- When crossing a road a staff member will be at each end of the group, ensuring they are the first to enter the road and the last to leave the road.
- All staff and children will wear hi-visible jackets.

Meynell Kindergarten will incorporate road safety training for the children and staff into their planning.

### **Non Collection of Children**

Meynell Kindergarten will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Partnership will be informed.

***Lincolnshire Safeguarding Children's Partnership customer service centre:***

***Office hours: Tel. 01522 782111***

***Out of hours : Tel. 01522 782333***

### ***Visitors***

- Any visitors to the setting must make themselves known at the door, staff must ask for identification where applicable.
- All visitors must sign in the visitor's book detailing Name, Company, Purpose of visit and time.
- No visitors will be left alone with any of the children in the setting or out of sight of a staff member.
- All visitors must sign out when leaving, recording time left.

*This policy has been adopted by Meynell Kindergarten*