



ARRIVAL AND COLLECTION OF CHILDREN PROCEDURE

It is the responsibility of all adults using the gate onto the school site and the gate to the playground to ensure that it remains closed at all times to safeguard the children.

New Millside Preschool does not accept responsibilities for any sibling or any other children while on site.

Arrival:

- Children must remain with their parents until preschool opens at 9am
- At 9am the side gate will be opened by a member of staff and children begin to arrive and come into preschool, via the side gate.
- On approach to the back door, two members of staff will be available for you to hand over your children and their belongings.
- To ease transition parents are requested not to enter into preschool.
- Staffs are deployed inside the preschool to welcome and help children with their lunchboxes, coats and bags etc. and then ask them to collect their name from their drawer and post in the postbox, allowing the children to independently put their things in the correct places.
- Should any parent need to discuss any matter with staff we ask they wait under the canopy area until we have all the children inside. Once the children are inside a staff member will be happy to answer any queries.
- The side gate and back door are then locked either by 9.05am (morning session) or 12.35pm (afternoon session); a headcount is then taken and tallied with name cards.
- The register is taken and a note made on the chalk board – denoting under 3's

Late Arrivals:

- A member of staff will greet any late arrivals at the front door and welcome the child into the preschool.
- Once the child is settled the parent will leave by the front door.
- Register & board to be updated with the child's arrival.

Departure:

- During collection times at 12 noon and 3.30, children sit at a table supervised by a staff member until their parent/guardian arrives.
- If someone other than the parent/guardian collects a child, staff must be informed prior to collection as children will not be released to any unauthorised person. Parents to be made aware of this procedure when they join New Millside Preschool. See Parental Responsibility Policy. They must know the password and their passport photograph must have been given to pre-school.
- Two members of staff stay at the door to prevent a child leaving
- Children are handed over to the parent at the back door.
- Once parent and child have been re-united at the preschool back door, the child becomes the sole responsibility of the parent and NOT the staff.
- Should any parent need to discuss any matter with staff we ask they wait under the canopy area a staff member will be happy to answer any queries.
- If there is a need for parent to sign any form they would be invited into preschool by a staff member.
- If parents/guardians know they will be late to collect their child, they should notify the preschool as soon as possible BEFORE the collection time and, where possible, arrange for the emergency contact to collect their child. Then notify the pre-school of who that will be. A late collection policy is in place if we are not informed and will cost £10 plus £1 per minute. Please call 01296 489457

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, car registration 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 Child Protection Officer for necessary action.
- Records are locked securely in the setting where they will be transferred to a secure lock up and held for 21 years (please see Retention of Records Policy).
- Any uncollected children must remain with staff until Parent arrives. Staff will supervise this procedure. See Uncollected Child Policy
- If there is a significant delay, a member of staff will ring Parents to ascertain any reason for delay.
- Another member of staff will remain with the child to offer any necessary re-assurance. A minimum of two members of staff will remain with child until the parent arrives
- If a parent were not contactable, a member of staff would then ring the emergency contact number provided by parents on their day care record and remain with child until emergency contact arrived
- Should the parents and the emergency contacts still not be available, two members of staff will remain at the preschool with the child for a further time trying the contact numbers.
- After 15 minutes the Manager may need to take the decision to contact Social Services to alert them of the problem. The Manager will also contact the chair and Ofsted for additional support.