



Briary Pre-School

Together we play learn and achieve

ARRIVALS AND DEPARTURES

Briary Pre-School usual operating times morning session: 8.30 – 11.30am
afternoon session: 12.30 – 3.30pm

Children can stay for lunch club; morning children can extend their session from 11.30am until 12.30 or 1.30pm or alternatively stay all day until 3.30pm. Afternoon children can extend their session from 11.30 – 3.30pm or alternatively stay all day. Parents using this service are asked to provide a packed lunch. The lunch club hour is not part of the universal funding and is charged separately to parents at £4.70 per hour.

The pre-school is most vulnerable at opening and closing times because the doors are open. We operate a one-way system, where parents come in the main doors and exit out through the veranda and side garden gate.

At the beginning of the session there will always be one/two members of staff on the main door, one will always be a senior member of staff, they will mark the children in the register and write any messages (for example who is collecting their child at the end of the session) in the day book. On arrival it is important to let the staff on the entrance know any information relating to the child, did they have a bad night's sleep, are they on medication, is there anything that might affect their wellbeing that day. The staff are responsible for ensuring that no child escapes and any stranger is challenged. A third member of staff will be on the back door ensuring that no child follows their parent.

It is the parent's/carer's responsibility to **encourage their child** to find their coat peg, hang their bag and coat on the peg and place their lunch box (if they are staying for lunch) in the designated cupboard in the cloakroom. Lunch boxes cannot be left on the pegs in case another child accesses it. They hand their child over to their key person or buddy key person and then the child becomes the pre-school's responsibility.

All key persons will greet the children in their group and their carers, parents are encouraged to stay for as long as they would like. Once all children are in which takes approximately 30 minutes the front door, gate from the school playground and the side gate are locked and will remain this way all the session unless there is an emergency.

If the doorbell rings throughout the session a member of staff only will go to the door, if they do not recognise the person at the door they will open and ask to see identity. If in doubt they will call the Manager/Deputy.

At morning collection Manager/Office Administrator will stand at the main door and will challenge any person they do not recognise to ascertain why they are on the premises. Key person/buddy key person will hand over to parent/carer their child and give a brief update on their day. They will not hand over to anyone they do not recognise without asking Manager if this person is

This policy was last reviewed in September 2019 and will be reviewed annually

authorised. Once the key person hands your child over to you, they are then your responsibility. However to safeguard children we have staff on exits so that children cannot leave without their parents.

On registering their children with us parents are asked to complete a registration form on it parents are asked to give 2 emergency contact numbers with descriptions of the person and also set up a password system. **Anyone who turns up at the pre-school for a child who we do not recognise will not be able to take the child until we have been given authorisation from the parent.** If a parent wishes another parent to collect their child for them, they must ring us or we will not release, if it is likely to happen regularly parents must give us permission to release their child to this person in writing. Please note that if both parents have parental responsibility we cannot stop either of them collecting their child unless there is a court order.

All visitors to the pre-school will be asked to sign in the visitor's book in the lobby and sign out when they exit. Their identity will be checked before they have access to the rest of the building.

This policy was adopted at a committee meeting at Briary Pre-School

Held on:

Signed on behalf of the Pre-School:

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