



# Mark First & Pre-School CE Academy

## Arrival & Departure Policy

At Mark First & Pre-School CE Academy, planned arrival and departure times are key for a smooth transition for children between their home and our setting. All staff are aware of the procedures in place to safeguard each child at this busy time of each day.

### Arrivals

- Parents/Carers are required to provide parental responsibility documentation, contact details and emergency contact details upon registration.
- Parents/Carers inform staff if somebody different is due to collect that day and a password is provided.
- If a child attends breakfast club a handover will take place with pre-school staff.
- Staff welcome the children each morning via the gate entrance.
- If the member of staff receiving the child is not their keyworker, handover information will be shared with them.
- If a child has visible injuries upon arrival, this is discussed with parents/carers and this noted on an incident form.
- All confidential information will be shared with the Pre-School Manager or Deputy.
- A register is taken by 9.15am and again at 1.15pm each day.
- If a child arrives later than the registration time, this time will be noted on the register.

### Departures

- Only persons aged 16 or over are permitted to collect a child from the setting.
- When possible, each child's keyworker will greet their parents upon collection to handover details of the child's day.
- Time is allocated to prepare children to go home, with clean clothes, hands and faces if necessary.
- Time is allocated to ensure a child has all of their belongings accessible to parents/carers upon collection.
- If a child is collected earlier than 3pm, this time will be noted on the register.
- If a child is not collected at the expected time, all reasonable attempts will be made to make contact using the emergency contact details.
- If a child is not collected by 3.40pm a handover will take place with after school club staff.
- If a child is attending after school club a detailed handover will take place with staff.

Policy Review Date- 30<sup>th</sup> January 2023

Renewal Date- 30<sup>th</sup> January 2025