



## Magdalene Preschool

### Arrival and Departure Policy

#### Statement of intent

Magdalene Preschool believes the safety of the children is paramount. It is our intention to keep all children, families and visitors safe in our setting.

#### Aims

We aim to make children, families and visitors to our setting aware of safety issues, protect them from harm and keep them safe.

#### Methods:

- Manager or deputy welcome all children at the main red door
- Parents bring & hand children over to manager or deputy at the Red door
- Staff welcome and greet every child on arrival.
- Children are encouraged to wash their hands as soon as they enter the Magdalene centre.
- Children hang their own coat and bags on their pegs
- Children staying for lunch, give their lunch box to a member of staff
- Children are registered in a paper register and electronic register shortly after arriving.
- Registers are always written in pen.
- The manager or deputy stay at the main doors at the beginning and end of each session for approximately 5 minutes (or until the last person has left)
- Sessions start times are 9am & 9.15am
- Sessions finish times are 12pm & 3.45pm
- All visitors to the setting must sign the visitors record with details of visit, including date, time of arrival, reason for visit and departure time.
- All staff must be vigilant in monitoring the arrival and departure of children.
- When children leave early, the time will be documented on the register.
- All visitors to the setting are escorted to the exit on leaving the setting.
- All main doors are locked
- There is a video ring doorbell that parents and visitors use to gain entry to the setting to ensure the safety of children and staff within the setting.
- All staff consistently record their arrival and departure times.
- All registers and records are kept and stored safely.
- If parents/carers are unable to collect their child as usual and someone is collecting who is not on the 'registration form' they must fill in an 'alternative collection' form and inform their key person. The alternative collector must also know the 'Password'. Children may be collected by authorised persons if they are registered on the 'Registration form' and know the

relevant 'Password'; parent/carers must also inform their key person on that day who will collecting their child. Alternative adults collecting children must show photo ID.

- If there is a valid reason for lateness, such as medical appointment then we will advise parents to let us know so we can give them a specific time to arrive. When children arrive late, it means we cannot get started with our full curriculum and the children are being constantly interrupted by staff having to answer the doorbell for late arrivals. This is not only very disruptive for the children who are already at preschool but the children who arrive late are missing out on their full learning and development opportunities.

**Persistent lateness and absence is an indicator of safeguarding concerns and our designated safeguarding officer will contact families this may apply too. We are here to support all our families and addressing lateness is part of duty of care and forms a part of our safeguarding responsibility**

Signed.....Date.....

On behalf of the management committee