



Arrival and Departures of Children, Staff, Parents/Carers and Visitors Policy and Procedure

Aims

It is our policy to ensure all children and parents/carers are given a warm welcome to the pre-school.

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Parents/Carers are requested to pass over the care of their child to their child's key person or other member of staff who will ensure their safety.

The pre-school door will be monitored at all times.

Entry Time

Parents may bring children in from 8am. We would prefer that all children be in by 9am, the morning session ends at 12pm.

Lunch time session starts at 12pm – 12.30pm.

End of session is 5.30pm.

When entering the pre-school please ensure you register your child with their key person or an appropriate adult.

If you are not collecting your child please ensure that their key person has this information and you have set up the relevant password.

Parents will wait outside for both drop off and collection until either staff receive their child or their child is handed over to their parent.

Visitors will be asked for proof of their identity and will sign in by recording full details in the visitors' section on the Baby's Days app.

Record Keeping

The register will be kept in an accessible location on the premises at all times.

Records of daily registers will be kept by the setting for at least three years.

Information

N.B. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the senior practitioner should notify Social Services.

This policy was adopted by

Little Pips Pre-School at the Camden Centre

On

Date to be reviewed

Signed on behalf of the Provider

Name of signatory

Role of signatory
