

ST. GABRIEL'S CATHOLIC PRE-SCHOOL

Well Lane, Alsager,
ST7 2PG
Tel: 01270 875770



09 Childcare practice procedures

09.6 Prime times – arrivals and departures

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

Arrivals

- The manager and other pre-school staff greet the children. This ensures that young children are received into the setting by a familiar and trusted adult.
- A member of the preschool staff will mark the child's presence and time of arrival in the register.
- If a child who is expected fails to arrive, this is recorded on the child's personal file and the setting manager is immediately notified so that they can contact the child's parents to find out why the child is absent following procedure 09.2 Absence.
- Pre-school staff ensures that the parent gives a clear indication of who will be collecting the child, and at what time (if before the end of the day). They also make the person aware of the password provided on the registration form.
- The manager/pre-school staff takes time to hear information that the parents need to share.
- The manager/pre-school staff receives the child physically and tunes in to how he or she is feeling and prepares to meet his/her needs.
- Encourage the parents to say goodbye to their child.
- The staff member who receives the child will hand over any information shared by the parents to the other staff members, for example – who is collecting or how the child is feeling.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting, an existing injuries form is completed by the parent/carer. This is shared with the other staff members to ensure relevant people are aware.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- The manager/preschool staff, always aims to greet parents when they arrive, ensuring that the person who has arrived to collect the child is named on the registration form. They hand over the child personally and enter the time of departure in the register.
- Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent. In all cases the setting manager will ask the parents to ensure that in future alternative arrangements are made. If the parent is under 16 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 14 years of age. The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.
- Practitioners verbally exchange information with parents.

Maintaining children's safety and security

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents arrive at the same time or when in shared premises. To minimise the risk of a child leaving the building unnoticed, the setting manager conducts a risk assessment that identifies potential risks and the measures put in place to minimise them, such as staff busy talking to individual parents or doors left ajar. The risk assessment is shared with their line manager and is updated as and when required