

G. a. Procedures for Arrivals and Departures for Welford Pre-school

Statement of intent

Welford Pre-school is committed to giving a warm and friendly welcome to each child on arrival and ensures that they depart safely at the end of each session.

Methods

Admissions

- It is the responsibility of the Manager to ensure that an accurate record is kept of all children attending Welford Pre-school.
- Any arrival or departure to and from the premises is recorded in the register.
- The register will be kept in an accessible location on the premises at all times (especially when coming on from outside play). This process will be supplemented by regular head counts during the day.

Arrivals

- A staff member will man the external school gate between 8.45 to 9am and 9.15 to 9.30am.
- Late arrivals will be collected from the external gates.
- On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.

Departures

- A staff member will man the external school gate until all Pre-school children have been collected.
- If the child is to be collected by someone other than the parent/carer or regular adult (eg granny), this must be indicated to a member of staff and recorded at the start of the session or telephoned/texted to the Manager or Deputy Manager. If that person is unknown a password procedure will be used.
- No child will be allowed to leave unaccompanied.
- In the event that someone should arrive to collect a child without prior knowledge, Welford Pre-school will telephone the parent/carer immediately. If permission is given by phone, a mutually agreed code must be given and the child will only be released once the Manager or Deputy Manager has verified the adult's identity.
- All adults collecting children, other than parents/carers and the main collector, must be recorded in the collection folder.
- If the designated adult is late in picking up their child without prior warning, the provisions in the Non-Collection of Children policy will be activated.
- Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

- If a child is going to be absent from a session, parents/carers must inform Welford Pre-school in advance and the reason for the absence must be documented on the register.
- If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this as regular absences from Welford Pre-school could be an early sign that a child or family may be encountering some difficulties and might need support from Welford Pre-school or the other relevant statutory agencies. Welford Pre-school and its staff will always try to discover the causes of prolonged and unexplained absences.
- Absences also need to be recorded and explained with respect to the funding claim. Reasons for absence are necessary to support any funding audit Welford Pre-school may receive from the Local Authority.

Date reviewed	17/10/2025
This policy was adopted at a meeting of Welford Pre-school held on	23/10/2025
Signed on behalf of the Committee	
Role of signatory	Chair