

## **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 (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

#### **Arrivals**

- On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.

#### **Departures**

- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session.
- No child will be allowed to leave unaccompanied.
- No adult other than those named on the Registration Form will be allowed to leave Welford Pre-school with a child. In the event that someone else should arrive 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 sign the 'Child Collection folder'. Due to our COVID-mitigation procedure, no signature will currently be required.
- 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 and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant

statutory agencies. Welford Pre-school and its staff will always try to discover the causes of prolonged and unexplained absences.

Date reviewed	<b>13/05/2021</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>20/05/2021</b>
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	<b>Chair</b>