

09 Early years practice procedures

09.6 Prime times – arrivals and departures

Routine 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 at Cottontails Preschool are aware of the potential risks and take measures to minimise them.

Arrivals

- The person who greets the child marks their presence and time of arrival in the register.
- If a child who is expected fails to arrive, staff will follow child is absent following procedure 09.2
- The person who greets (or is at an entrance) the child ensures any information the parents passed on like who is picking up is shared with everyone.
- The person who greets makes sure any consent forms are signed.
- Always ensure that the parents/carers say goodbye to their child and say when they are coming back, such as lunch time', rather than just 'later'.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting procedure 6.1 is followed.

Departures

- The member of staff always aims to greet parents/carers when they arrive, ensuring that the person who has arrived to collect the child if different from who usually collects is named on the board
- Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting managers and a risk assessment completed and signed by the parent/carer. If the parent/carer 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.
- Educators verbally exchange information with parents/carers.
- If someone other than the key person is with the child at the end of the day, the key person should pass general information to the other staff or write a note for the parents/carers. Confidential information should be shared with the setting manager to pass on.

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/carers or doors left ajar.