



## Arrival/Departure Policy

*This policy will be reviewed on an annual basis*

**Aim:** To ensure the utmost safety of every child whilst arriving and leaving the setting and to ensure visitors are supervised at all times.

Kindly wait after ringing the door bell for a competent member of staff. Sometimes staff you see are working with the children and are unable to let you in. Always make sure a member of staff knows you are leaving if by yourself check you have closed the door properly. Never open the door to another person waiting.

### **Children:**

**Arrival** The door to Pippins is open as children arrive between 8am-9.15am or at 12.15pm at the start of their booked session. The parent/carer informs a manager or early years educator of who is collecting. This information is written in on the register. The doorbell is rung at other times.

**Departure** Departure times are 12.15pm, 3.15pm or requested times between 3:15pm-6pm. Children are released to their parent or carer once seen from the room they are in or from outside. Should an alternative person be collecting kindly phone to inform us.

**Pin number** When your child starts a unique personal identification number (PIN) is allocated this can be given to a trusted adult for them to collect instead of you. Kindly ask the person to bring photo ID and quote the PIN when they collect. This is your permission for us to release your child to them. If they do not have the PIN we will not let your child go with them until we have contacted you or a known contact. These procedures are extremely important to ensure the safety of your child. Please also inform anyone collecting of our No Mobile phone policy whilst in the setting.

**Adults:** Early Years Educators sign themselves in on the register upon arrival. All visitors to Pippins must ring the doorbell and wait to be admitted by an early year's educator. Before entering, the visitor's business must be stated and some proof of identity provided. Once the early year's educator is satisfied with the identification, the visitor will be admitted into the setting. The visitor is asked to read the visitors policy including signing themselves into the visitor's book. Inform the visitor of emergency evacuation procedures. Upon leaving enter the departure time.

This policy was adopted at a meeting of Pippins Pre-School and Nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

21/10/21

Chairperson