Health and Safety

3.9 Arrival & Departure Policy

Policy statement

At Tywardreath Preschool Playgroup we take care to ensure that all arrivals and departures into the setting are recorded and well managed to ensure the safety of the children.

Procedures

Recording arrivals and departures

We use a daily register to record the arrival and departure time of each child on role.
We record the arrival and departure of any staff/volunteers in the same daily register.
We record the arrival and departure of any parents/carers that stay in the setting for longer than the settling in drop off period in the same daily register.
We keep the daily register accessible during the session period to allow easy access of attendance for emergency evacuation.
We store the daily register securely in the locked filing cabinet outside of session hours.
We record the arrival and departure of any visits from outside agencies that we liaise with on our daily register.
We record the arrival and departure of any other visitors in the visitors section of the register.

Management of arrivals

The preschool manager allocates a member of staff each morning to manage the door, before the children start to arrive.
We always keep the inner porch door locked, using a bolt at the top of the door, inaccessible to children. Only the door manager locks and unlocks the door.
We use a door manager to ensure children inside the setting do not leave unattended.
We use a door manager to welcome children and their parents/carers/family.
We use a door manager to prevent unauthorised persons entering the setting.
We encourage parents/carers to arrive with their child between 0845 and 0900. Minimising this window minimises the length of time the outer door is open and unlocked and minimises the amount of time a staff member is managing the door.
We lock the outer door at approximately 0910 when the majority of children have arrived at the setting and the parents/carers have left their children at the setting. The inner porch door remains locked.

Arrivals outside of the usual drop off time will be required to ring the doorbell on the outside of the main front door. The preschool manager with then answer the door herself or allocate another member of staff to do so.
We ensure the inner porch door is closed before opening the main front door. The main front door is then locked before the inner porch door is opened.
We lock the inner porch door again immediately.

Unfamiliar persons will be asked to provide identification before they are allowed in the setting.
Where identification is questionable, we will verify the person's identification by telephoning their organisation, using a telephone number from a reliable source such as a directory, where possible.

Management of departures
Before departure of the children, the preschool manager allocates a member of staff to:

- manage the inner porch door;
- manage the outer main front door;
- manage the children and their collection.

We use these three roles to ensure the security and safety of the children, preventing the access of unauthorised persons and ensuring a named person collects each child.
We ensure through the two door managers that only one door is opened at any one time.
We lock the inner porch door in between every departure.
We check at each stage with each member of staff that the child is departing with one of their named persons.

Departures outside of the usual time will be required to request assistance with the doors to leave the premises. The preschool manager with then escort the visitor from the premises herself or allocate another member of staff to do so.
We ensure the inner porch door is closed before opening the main front door. The main front door is left open for the shortest possible duration and then locked before the inner porch door is opened.
We lock the inner porch door again immediately.