

## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



### 1.7 Arrival and collection of children policy

#### Policy statement

Children's safety is a top priority during the busy drop off and collection periods. To ensure that the children are kept safe, Nomansland Pre-School staff use the following procedures.

#### Arrival:

- Children must remain the responsibility of their parents until Preschool opens at 9.00am
- At 9.00am the main door will be opened by a member of staff and children begin to arrive and come into Preschool.
- The main door will always be manned by a member of staff. Only staff members may open the door to allow parents/careers access to and from preschool.
- The staff member will mark down the time of arrival of each child. Parents may come into pre-school and help their child with their lunchboxes, coats and book bags etc. Alternatively, once children are ready and to develop their independence skills, parents can say goodbye at the door, allowing their child to put their things in the correct places with staff support where required.

Once all the children have arrived, a total headcount is noted.

#### Late Arrivals:

- Wherever possible, Pre-School would appreciate it if parents could advise Pre-School by 9.30 am (by telephone or email) if their child will be absent from Pre-School that day.
- A member of staff will greet any late arrivals at the main door and welcome the parent and child into the Preschool.
- Once the child is settled the parent will leave by the front door, and the front door relocked.
- The register is updated with the child's arrival time.

#### Departure:

- During collection times at 12.00, 1.00 and 3.00, children join in collecting their items ready to leave and wait at the table until their parent / guardian arrives to collect them.
- If someone other than the Parent/Guardian collects a child, staff MUST be informed prior to collection as children will not be released to any UNAUTHORISED person. (Parents are to be made aware of this procedure when their child joins Preschool and a password chosen for any such occasions).
- Upon departure, a staff member is situated by the main door and vigilantly watches the exit doors to prevent a child leaving the setting without their parent or carer.
- Once a parent and child have been united in the Preschool, the child becomes the sole responsibility of the parent and NOT the staff.
- If parents / guardians know they will be late to collect their child, they should notify the preschool as soon as possible BEFORE the collection time and, where possible, arrange for their emergency contact to collect their child. They must notify the pre-school of who that will be.


If anyone collecting a child from the setting is deemed to be under the influence of drugs, alcohol or substance abuse, it is possible that the staff may have concerns for the child's welfare. This could be regarding the adult's ability to care for the child or for the safety of the child and others if the adult will be transporting the child from the setting.

Staff may take the following steps:

- Staff will, if they feel able, approach the adult and explain their concerns and the feared consequences in a private area.
- Staff will offer support where possible by offering to contact family or friends to come and support the child and adult and ensure that they get home safely.
- Should the adult collecting the child decline the help offered, staff may take further action if they are still concerned. This may involve contacting the local Police Authority for further assistance.
- The staff will endeavour to record the following information to pass to the authorities: name of person collecting child, time of departure, car registration and anticipated destination address if known.
- Staff will record any instances where drug, alcohol or substance abuse is suspected and records will be passed to the settings Child Protection Officer for necessary action.
- Records are locked securely in the setting where they will be held for 21 years.

**Late Collection (Please also 10.13: Fees Policy):**

- All children must be collected at 3pm as the Pre-School is not registered to have children on the premises after this time and would therefore not be covered by the Pre-School Insurance.
- The staff also have a short time to clear and tidy pre-school before the end of their working day, and having children on the premises after this time also mean that staff will need to remain at pre-school past their working hours.
- **Therefore, if a child is not collected promptly at 3pm, Pre-School reserve the right to make a £5 charge for every 5 minutes the parent/carer is late.**

<i>This policy was originally adopted at a meeting of Nomansland Pre-school</i>	
<i>Held on</i>	<i>17 June 2013</i>
<i>Last review/update approved</i>	<i>June 2018</i>
<i>Date to be reviewed</i>	<i>June 2019</i>
<i>Signed on behalf of the management committee</i>	
<i>Name of signatory</i>	<i>Nikola Bishop</i>
<i>Role of signatory</i>	<i>Chair</i>