

General Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to..

SAFE ARRIVAL AND DEPARTURE PROCEDURE

Policy statement

To ensure the arrival and departure of each child is safe but also a welcoming and positive experience for each child.

Procedures for safe arrivals

- * The parents will arrive with their children at the main door
- * The manager or deputy manager will unlock hook for each individual arrival and will ensure hook is locked as soon as child is safely inside. The door will remain locked until the next arrival.
- * The manager or deputy manager will record the arrival in the fire register making a note of the time of arrival.
- * The child will always be greeted before the parent.
- * Once the child has settled in the main room the manager or deputy manager will open the door for the parent to leave, and ensure once again the door is locked.
- * Headcounts are taken throughout the sessions and when not using porch hook is across at all times.

Procedure for safe departures

- * Just before home time, children are sat with their backs to the main door to listen to a story.
- * When home time arrives the children are expected to sit on their chairs whilst a staff member opens the main door and lets the parents in. Each child will be reunited with his parent and a staff member will be on door duty to ensure only children who are with their parents can leave.
- * The hook will be placed across the door in between each child leaving.
- * Their departure time is recorded in the fire register.
- * Safe collection procedures are followed.

Visitors

When not using the porch the door is kept locked at all times. Any person wishing to enter the building during the session should have a pre arranged appointment. In the case of an official visit such as ofsted inspection, identification will be asked for. All visitors to the nursery must sign the visitors books.

This policy was adopted at a meeting of

Great chishill nursery

name of provider



30/8/16