**Gorefield Pre-School**

09 Early years practice procedures

**09.6 Prime times – arrivals and departures**

Prime 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 are aware of the potential risks and take measures to minimise them.

**Arrivals**

* Staff meet the children at the gate to welcome the children into school, staff can exchange any daily information with parents/carers. If a parent would like to talk to a member of staff, they are asked to wait for the children to go through the gate and safely into the main building before staff are free to talk, parents/carers will also be asked if they would like to talk in private in the office.
* Children are encouraged to self-register using their name cards, staff marks their presence and time of arrival in the register.
* If a child who is expected fails to arrive, this is recorded on the child’s personal file and the setting manager is immediately notified so that they can contact the child’s parents/carers to find out why the child is absent following procedure 09.2 Absence.
* Always ensure that the parents/carers say goodbye to their child and say when they are coming back, such as ‘after tea’, rather than just ‘later’.
* If the member of staff receiving the child is not the key person, the member of staff will hand over the information shared by the parents/carers to the key person when they arrive.

**Injuries noted on arrival**

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

**Changing shifts and handing over information**

* When the key person leaves or goes on a break, they handover the care of the child to a ‘back-up’ key person.
* If someone other than the key person receives the child, he/she will share any information from the parent/carer. Confidential information should be shared with the setting manager to pass on.

**Departures**

* Children are prepared for home, with clean faces, hands and clothes if required.
* Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent/carer. In all cases the setting manager will ask the parents/carers to ensure that in future alternative arrangements are made. 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. The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.
* 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. 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. The risk assessment is shared with their line manager and is updated as and when required. View procedure 01.1 Risk assessment and 01.1a Generic risk assessment form for further guidance.