Safeguarding and Welfare Requirement: Child Protection

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

1.9 Arrival and Departure Policy

Policy Statement

Stowey Bears Preschool is committed to ensuring that the children in our care are kept safe and secure at all times. Therefore, it is essential that staff sign the child into our care at the beginning of the day and sign them out of our care at the end of each day.

To make the day meaningful to the child and to avoid disruption to the routine, parents are requested to ensure that their child is present at 8.50am for the morning session and 12.20pm for the afternoon session, unless they come in at 11.50am to have lunch. The preschool's morning session finishes at 11.50am and the afternoon session finishes at 3.20pm and parents and other responsible adult should be on the premises by this time (unless with prior arrangement from the manager.) If you are aware you will be late in picking up your child, please inform the preschool as soon as possible by phoning the preschool on 01278 734636. A child being collected after the session's closing time may occur from time to time. If a parent or carer is late picking up their child, the preschool reserves the right to charge a late fee.

The charge for late collection from the morning session is £5 for every 15 minutes that you are late collecting and £10 for every 15 minutes late collection from the afternoon session. We take lateness very seriously as the Preschool is only insured until 3:50 pm when all staff and parent/children should have vacated the premises.

Parents are advised to supply a password if persons other than themselves will be picking up their child. These persons must be named as contacts on the child's registration details. We must be informed if anyone other than the parent/carer or the persons mentioned as authorised to collect your child changes. You would then need to use the password which you issued at the time of registration and inform the preschool of the change, so they can update the information they hold.

If the parent or other responsible adult listed on the registration form are unable to collect the child, the parent should give details to the staff of the person who will be collecting. This must include their name, physical descriptions and any other information staff or parent may deem appropriate or a password which then be shared with the staff on signing out duty.

If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason.

If you have made no contact to the Preschool within 30 minutes of your child's designated end of session time (either 11.50am or 3.20pm), the Manager/Senior Member of staff will follow our Uncollected Child Policy and contact the Local Authority Children's Social Care Team:

Somerset Direct: 0300 123 2224

Or (the out of hours duty officer) Emergency Duty Team: 01458 253241

This policy was adopted by	Stowey Bears Pre-school	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)