



## Childcare 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

- When answering the door, the internal gate must be closed and locked behind the person going to the door. All other children already signed in should not be allowed through the gate unattended.
- The person who greets the child marks their presence and time of arrival in the register.
- If a child who is expected fails to arrive, this is recorded on the daily register and the setting manager is immediately notified so that they can contact the child's parents to find out why the child is absent following procedure 09.2 Children's Absence.
- The person ensures that the child has been signed in on the time register.
- The key person greets the parents and takes time to hear information the parents need to share. They inform the parents of aspects of the day, such as if there is an agency member of staff or flexible worker in, any planned outings, or special planned event. Any consent forms are signed.
- If the member of staff receiving the child is not the key person, the member of staff will hand over any relevant information shared by the parents 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 you need to fill out an injury sustained before coming form.

## Departures

- At collection times during preschool hours, only children whose parents are expected should come through the internal gate. All other children should not be allowed unattended through the gate.
- 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. In all cases the setting manager will ask the parents to ensure that in future alternative arrangements are made. If the parent 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.
- Practitioners verbally exchange information with parents.
- 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. Confidential information should be shared with the setting manager to pass on.
- If it's not the usual parent/carer collecting, then you can ask another member of staff if they recognise the person, if not the password system should be used. If no password and no-one recognises the person collecting, then the parent or emergency contact needs to be called for advice. Do not release the child without their authorisation.
- Staff should mark the children out on the correct register, noting the time for the preschool children.

## 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 or when in shared premises. 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 or doors left ajar. The risk assessment is shared with their line manager and is updated as and when required.

This policy was adopted by .....

On .....

Date to be reviewed .....

Signed on behalf of the provider .....

Name of signatory .....

Role of signatory .....