



### **Arrival/Departure Policy (Safeguarding)**

Springfields staff are responsible for welcoming the children into the setting. Staff will document the time in the register on arrival and departure. Staff are responsible for marking the register, which will remain in their possession during the session in case of emergency.

Only permanent members of staff that have completed all relevant checks and a probation period are permitted to answer the front door.

Parents and visitors must ring the doorbell to notify us of their arrival.

Parents and visitors are NOT permitted to open the door or leave the door open to anyone at any time, even if they know them. This includes any parent and staff members. The reason for this is that you will not know of any legal allegations made against a parent or a member of staff. Anyone found doing this would be in breach of our safeguarding policy. To be in breach may lead to withdrawal of your contract held with the setting.

The child becomes the responsibility of Springfield's when they have been handed over to the setting by their parent/carer.

### **Section 1 – Arrival Procedure**

- All children are to be brought into the setting by the person who is responsible for them upon arrival (parent or guardian)
- The person dropping off must make the room staff aware of their arrival
- The person dropping off should place the child's belongings in the appropriate places
- Both the person dropping off and the staff member will then spend time exchanging information. This information will be used to assess the child's day

### **Some of the information exchanged will be as follows:**

- An overview of the child since their last attendance
- What they have eaten before attending the setting
- Are they in good health? If not what is the problem?
- Who will be collecting them at the end of the session?
- Have they had medication in the past 12 hours? If yes what?
- The arrival and departure time of each child will be recorded in the registers
- Any specific information provided by the parents should be recorded and passed onto the relevant member of staff/key person
- If a parent/carer requests that their child be given medication during the day the staff member must ensure that the medicine consent form is completed and signed (staff should follow administration of medicine policy)

- If a child has an existing injury, bruises, bump etc.. Parents/carers have a responsibility of informing staff of this when dropping the child off and should complete an injury on arrival form.

## **Section 2 – Departures**

Collecting children from the setting is in principal the same as for arriving as detailed above. After granting access to the building the parent or visitor, members of staff are then responsible for ensuring the conduct of such persons and that appropriate access to children is allowed and supervised. Parents must arrive in good time to ensure collection before the session end or closure time.

Parents will be given feedback about their child's time spent within the setting and the children will be signed out of the registers by a member of staff.

Parents are not permitted to let their child/ren to run and play around the setting once they have been collected.

**Children will not be released from the care of the setting to individuals named by the parent and recorded on their relevant child entry record.**