PETER PAN PLAYGROUP

POLICY FOR ARRIVALS AND DEPARTURES

ARRIVALS

A member of staff will be standing at the outside door, welcoming parents and children into the setting and monitoring that all children are remaining inside the hall and safe. The same member of staff will stay near the door to make sure it is not left open unattended and that no children who have already been dropped off come back into that area.
This member of staff will be mindful of monitoring children's safety if parents or carers need to speak to them, swapping the position of care with another member of staff if necessary.

A member of staff will be taking the register at the table near the front door, available for parents to ask questions or give information regarding their children and picking up details if necessary.
All information given about the person collecting that child, that day or subsequent days will be written in the front of the register.
Details of anyone new picking up, including a description, name and a password must be detailed in writing by a staff member.

All other staff will be in room helping the children to settle in and become involved in activities safely.

DEPARTURES

There will be one member of staff at the desk ticking the children off the register as they leave, ensuring that parents and carers are recognised and known by staff.

One member of staff will be at the outside door, making sure only the children with the appropriate carer leave the building.

One member of staff will be at the inside door, checking the children have their belongings and that no child is leaving without a parent /carer.

The remaining members of staff will be with the children, supervising them and monitoring their collection by carers. All staff inside the hall will be available at this time to speak to parents/carers regarding their children.

No child can be collected by an unknown adult, a phone call to parent will be made in this situation Unless permission is granted by the relevant parent, the child in question will not be able to leave the building until a parent arrives.