

Knutsford Community Preschool

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

- Whenever possible the key person or back up key person always greets young children. This ensures that young children are received into the Preschool by a familiar and trusted adult.
- The key person who greets the child marks their presence in the register.
- If a child who is expected fails to arrive, this is recorded in our absence diary and the Preschool 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 Absence.
- The adults who greet the child tunes in to how he or she is feeling and prepares to meet his/her needs.
- Parents are encouraged to say goodbye and not be rushed when leaving their child.
- Always ensure that the parents 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 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 Preschool procedure 6.1 is followed.

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 Preschool manager and a risk assessment completed and signed by the parent. In all cases the Preschool 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 Preschool to go home/elsewhere.

- Educators verbally exchange information with parents.

Maintaining children's safety and security

Arrivals and departures pose a particular threat to the safety and security of the children, particularly as parents arrive at the same time. To minimise the risk of a child leaving the building unnoticed, the Preschool manager conducts a risk assessment that identifies potential risks and the measures put in place to minimise them. The risk assessment is shared with the Preschool team and is updated as and when required.

Reviewed in November by Staff and Committee