

Arrivals, Departures and Absences Policy

Arrivals

At the start of the session, the Pre-School door will be opened, and the children checked in by a member of staff at the door. Parents/carers are welcome to settle their children before leaving the premises. Children are registered on entry.

The external door will be locked during the Pre-School session, as soon as most children have arrived. Any children arriving late or other visitors to the building will need to let in individually.

The person who answers the door must always identify the caller, and identification needs to be sought if the caller is not recognised i.e. name, reason for call, name of the person whom the caller is here to see, identity card. The Team Leader needs to authorise access to the building before an unknown caller is allowed on the premises. Only Permanent members of staff are to answer the door. Any person leaving the premises should be accompanied by a member of staff who will ensure they leave the building and the door is locked afterwards.

- Children arriving late will be marked in the Pre-School register.
- Any visitors to the Pre-School must fill in the visitor's book on arrival.

Departures

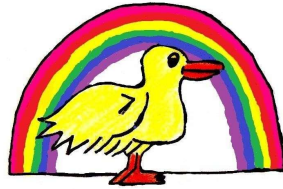
The children are collected at the notified end of the session. No child will be released to a person other than those nominated on their registration form, unless we have been given prior notice, preferably in writing.

Visitors should record the time that they leave the premises in the visitor's book.

Late collection: Should a child not be collected at the appointed time, the Pre-School will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the Team Leader should check this description before permitting the child to leave.

If no one has telephoned the Pre-School, a member of staff will endeavour to contact the parent/carer using the contact information recorded on the child's registration form. Should contact be made and information obtained that ensures the child will be collected, then arrangements will be made by the Team Leader to ensure that suitably qualified members of staff provide suitable care on the premises until the person collecting the child arrives.

In the unlikely event that no contact is made with a parent/carer, then after 30 minutes the Pre-School will inform Safeguarding Children Board, liaising with them until the situation is resolved.



If a parent/carer is regularly late in collecting their child, the Pre-School reserves the right to late pick-up charges as follows:

- 5 to 10 minutes late £5.00 then,
- After 10 minutes £10.

Absences

All absences must be reported to the Pre-School on the day of absence (or in advance if the absence is known).

If an absence is not reported, we will attempt to contact you. If we are unable to reach you and no explanation is provided, an incident will be logged and if repeated a referral will be made to Children's Services in line with our safeguarding procedure.

Persons prohibited from collecting children: All staff will be made aware if a child is not allowed to come into contact with members of their own family. In such circumstances a record is kept of each child and the names of those family members with whom contact is forbidden. If one of these family members should call at the Pre-School they will not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. If necessary, the police will be called. The child's primary carer will be informed of the incident immediately.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____