

Hoole Enterprise Trust – Time for You (HETTY)

Safe arrivals and departures policy

Preschool

HETTY Preschool operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending the setting.

Our systems prevent unauthorised access to the building. See our Health and safety policy for more information about this

Arrival to HETTY

- Children of all ages must be dropped off by an adult or person over 11 years of age – with prior parental consent.
- Children are handed over to HETTY staff at the HETTY main Entrance from 7:45am.
- Children are signed in immediately upon arrival by a member of staff by marking the register with a tick.
- At session start times, at least two members of staff welcome the children at the door. Staff must not move away from the door to prevent any children leaving the building.
- children who are not booked into the session in advance will be charged, unauthorised bookings may be refused due to staff ratios
- messages from parent/carers are written down and passed on to the key person
- Children who arrive at HETTY with visible injuries must have a pre-existing injury form filled out by the designated adult dropping them off and staff member. Please see our safeguarding and child protection policy for more information about this.
- Once children have arrived and gone into their group. The manager or Deputy Manager takes a full register and headcount.
- If a child fails to arrive one hour after the specified time, staff will carry out a courtesy phone call to check the whereabouts and wellbeing of the child, if staff have reason to feel concerned about a child's whereabouts and parent/carers and emergency contacts are uncontactable, a home visit may be carried out by the Management team and Designated safeguarding lead

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Departure from HETTY at the end of the school day (3.25pm)

Arrival from school to after school club

- At 3.25pm, the school day finishes for children booked in for school hours.
- HETTY staff organise children into two groups – Children staying for after school session and children going home
- Children are encouraged to keep clear of the door at home time.
- At session end times, at least two members of staff dismiss the children at the door. Staff must not move away from the door to prevent any children leaving the building without an authorised adult.
- Children of all ages must only be collected by an adult or a person over 11 years of age – with prior parental consent.
- Staff will not release a child to a person who is not named on the child's application form unless otherwise notified by parent/carers
- If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Staff ask for a password to be passed on to the person collecting the child, this is recorded in the collection book.
- Parents/carers should be told about any accidents or incidents or medication administered and the appropriate records must be signed by the parent before departure
- Staff will not release a child to parent/carers who displays symptoms of being under the influence of drugs or alcohol – please see our drug and alcohol policy for further details.
- In the case of an emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible.
- If staff are in any doubt regarding collection arrangements, they will check the person's identity by ringing the child's parent or their emergency contact number.
- Parents/carers are contacted if a child is not collected at their usual session time. Sessions where children are late being collected are chargeable.

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Departure from after school club (Pre-School)

- On departure, the staff member releasing the child must mark the attendance register immediately with the time to show that the child has left the premises.
 - In the event a child is not collected from HETTY and the emergency details are unreachable, staff proceed with non-collection of children procedures outlined in our non-collection of children policy.
 - Staff abide by our safeguarding and child protection policy at all times and ensure that where staff are concerned for a child's welfare or safety they will follow the correct procedures.
 - If a parent/carer requests that another person with parental responsibility cannot collect the child, HETTY staff will not be able to abide by this unless a court order is in place or if staff have reason to believe the child may be at risk of harm. In such instances, the main parent/carer will be contacted to notify them that another person is attempting to collect the child. Staff will endeavour to ensure that minimal distress is caused to the child.
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Wraparound care

HETTY Breakfast Club and After School Club operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs.

Arrival to the Breakfast Club

- Children of all ages must be dropped off by an adult or person over 11 years of age – with prior parental consent.
- Children are handed over to the Breakfast Club staff at the school Hall Entrance from 7:45am.
- Children are signed in at the door upon arrival by a member of staff by marking the register with a tick.
- Arrival can take place up to 8:45am. breakfast will not be served after 8:40am as this will affect the child's punctuality arriving at school
- children who are not booked into the session in advance will be charged, unauthorised bookings may be refused due to staff ratios
- messages from parent/carers are written down and passed on to class teacher
- Children who arrive to club with visible injuries must have a pre-existing injury form filled out by the designated adult dropping them off and staff member. Please see our safeguarding and child protection policy for more information about this.

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Departure from breakfast club to school

- Children are instructed to line up in two lines, based on their classroom location
- At 8:45am children are escorted to their classrooms by two members of staff, each one leading and supervising a line of children
- Once children enter their classrooms they are registered by their class teacher.
- Staff return to the school hall once all children are inside the classroom or children are handed over to a member of teaching staff

Daily registers

During the course of the school day, the supervisor will send a daily register of children who are expected to attend after school club for that day. The school office sends a copy of the daily register to every class teacher so that when the school day finishes, children are directed to after school club if required. Any changes to the registers after it has been distributed to teachers is communicated with the class teachers and school office.

Arrival from school to after school club

- At 3.10pm, the school day finishes for children in Key stage 1. 3.20pm for Key stage 2. Class teachers bring children on the daily register list to after school club.
- A member of HETTY staff, supported by class TA, collects EYFS and year 1 children.
- Staff register children immediately as they enter the hall
- A list is made of children who are due to arrive later from other clubs
- The children are counted and the register is checked to ensure totals add up

Late arrivals

If a child is on the list to attend and fails to arrive at the specified time, procedures are in place to ensure children are where they should be.

- School office is contacted to confirm if child attended school on that day
- HETTY staff liaise with school staff who are on the departure gate to ensure child has not left the school site

If it has been determined that the child has not been dismissed out of the school gate, staff follow missing child procedures

- School site is searched with the help of the management team
- Parent/carers is contacted
- Emergency contact is contacted if first contact is not reachable

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Departure from after school club

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- If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Staff ask for a password to be passed on to the person collecting the child, this is recorded in the collection book.
- Parents/carers should be told about any accidents or incidents or medication administered and the appropriate records must be signed by the parent before departure
- On departure, the staff member releasing the child must mark the attendance register immediately with the time to show that the child has left the premises.
- Staff will not release a child to parent/carer who displays symptoms of being under the influence of drugs or alcohol – please see our drug and alcohol policy for further details.
- In the case of an emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible.
- If staff are in any doubt regarding collection arrangements, they will check the person's identity by ringing the child's parent or their emergency contact number.
- In the event a child is not collected from the club and the emergency details are unreachable, staff proceed with non-collection of children procedures outlined in our non-collection of children policy.
- Staff abide by our safeguarding and child protection policy at all times and ensure that where staff are concerned for a child's welfare or safety they will follow the correct procedures.
- If a parent/carer requests that another person with parental responsibility cannot collect the child, HETTY staff will not be able to abide by this unless a court order is in place or if staff have reason to believe the child may be at risk of harm. In such instances, the main parent/carer will be contacted to notify them that another person is attempting to collect the child. Staff will endeavour to ensure that minimal distress is caused to the child.
- Children must not enter the cloakroom unless supervised by a member of staff.

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Walking home agreements

- Walking home agreements are to be written by and signed by the parent/carer specifying the time they wish for the child to depart and on what days they wish for the child to walk home.
- Only children in year 5 & 6 with signed and in date walking home agreements in place are permitted to walk home from HETTY
- Changes to walking home agreements are to be made in writing by the parent/carer, not by word of mouth.
- It is the responsibility for the parent/carer to check that the child has arrived at their agreed destination after leaving HETTY.

**This policy was adopted at a meeting of
HETTY Preschool Staff & Trustees**