



## **ARRIVALS AND DEPARTURES POLICY**

### **RATIONALE**

To ensure arrivals and departures from School, the Nursery and the community drop-in sessions at the Children's Centre occur smoothly and without incident. The arrivals and departures are the busiest time and effective procedures need to be in place to ensure that children are safe and secure and relevant information is passed over.

### **AIMS**

- To have set times for arrivals and departures where possible.
- To have secure access points at all other times.
- For everybody entering the School and Children's Centre to be welcomed, acknowledged and asked to sign the visitor's book.
- All community sessions to record individual attendance in sessions.

### **PROCEDURE FOR ARRIVALS AND DEPARTURES TO SCHOOL**

- The School breakfast club is open in the school dinner hall from 8:15am, a teaching assistant welcomes and supports the children.
- A teaching assistant will be on duty in the playground from 8.45am.
- The bell is rung at 8.55am to welcome all children into the school.
- Nursery and Reception children may be taken straight to the appropriate classroom to be welcomed by the teachers.
- Nursery and Reception children will be collected from their classroom at the end of the session/day.
- All other classes are dismissed at 3.20pm from the school doors by their class teacher.
- Children staying for after school club are dismissed by the teaching assistant responsible for the club at the relevant departure time when their parent/carer arrives to collect.
- Children in years 5 and 6 are allowed to walk home alone at the end of school if the school has written permission from their parent/carer. Otherwise children must be collected by the parent/carer or named responsible adult. It is the parent's responsibility to inform the school as to who is allowed to collect their child.

### **PROCEDURE FOR ARRIVALS AND DEPARTURES TO THE EXTENDED NURSERY DAY**

- The Children's Centre Breakfast Club is open in the school dinner hall from 8am, a Children's Centre Worker welcomes and supports the children. Parents/carer may spend as much time as they wish to settle their child.

- All children are signed in by their parent/carer on arrival.
- At 8.55am the Breakfast Club children will be escorted to the Early Years building by the Children's Centre Worker.
- At 3.20pm a Children's Centre Worker will bring the After School Club children to the Children's Centre cabin. Once all children are in the building the doors will be secured.
- A register is taken.
- A parent/carer may access the Centre at any time to collect a child, in line with our collection terms outlined on the registration documents. Parents are greeted by the designated staff member and children are handed over individually.
- The After School Club closes at 6pm.
- All children are signed out by the parent/carer upon departure.

#### **PROCEDURES FOR ARRIVALS AND DEPARTURES FOR COMMUNITY DROP IN SESSIONS**

- All people wishing to attend a community drop in session must sign in at reception prior to accessing the session.
- Where a session is occurring in the playroom of the Children's Centre the external door will remain locked until the session supervisor is in the room.
- The session supervisor is responsible for ensuring that the external door is locked once everybody has departed.

All community group users must sign out at reception when they leave.

- The community area of the Children's Centre is open for drop in services any time between 9am-5.30pm daily. All attendees are required to sign in and complete an initial registration form.

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