**Safe Arrival and Departure of Children and Visitors Policy**

**Statement of Intent**

This policy aims to outline the safe arrival and departure of children in and out of the setting. It also states the procedure to follow when a visitor attends the setting. West Wycombe Preschool have adopted this policy to maintain the highest standards of care and safety to the children, their families and the staff.

**Methods Used:**

* A daily checklist completed by the Pre-school manager or Health & Safety officer ensures all exterior doors to the property are checked and supervised before any children can be on site.
* Staff arrange themselves so all open doors and gates during arrivals and departures are covered by a staff member and are then closed immediately.
* These doors are not left unmanned whilst parents are still in the building.
* A register is used to log the arrival and departure times of all children, staff, volunteers, stay and play sessions and visitors.
* If children are to be collected by an adult that is not one of the child's parents or an adult that has a regular collection arrangement between the parents and the pre-school then they must complete the collections log and ensure the adult collecting knows the password on the child’s file. The collections log is located in a file in the front entrance. Children will not be released into the care of another adult unless parents have signed the collections log book and the adult collecting knows the password.
* All doors are kept secured during the day so no visitors can gain unauthorised access to the premises.
* At all times the garden gate must be kept locked with the keypad code only being shared with staff.

**Safe Arrival of Children**

Breakfast operates from 08:30. The children are delivered to the front door where a member of staff will sign them in on the register & say goodbye to their parents. Generally, the breakfast children move upstairs where they choose between eating at the table or moving to the blue room. The rest of the children join us at 09:00 & the procedure below is followed.

At 9am the front door to the pre-school will be opened. A second member of staff will be stood at the front gate to ensure children are moving into the building not leaving unattended. A staff member will use the register to log each child’s arrival. Children MUST be logged on the register as they enter pre-school, for this to be done children may need to wait to ensure the staff member on the door has seen them coming in. This must include the time they arrive

Children must then go to the self-registration board in the front classroom to put their name in the box. Parents are encouraged to leave the children at the doors to prevent our rooms becoming unnecessarily overcrowded.

However we understand the need may arise for parents to settle their children and you are welcome to come into preschool if your child requires support or you need to speak with their keyworker/pre-school manager.

Any parents who have come in to settle children must then leave by the front door ensuring that a staff member has let them out to guarantee the door is closed fully behind them. **Parents and children MUST NOT open the pre-school door to ensure the safety of all children within the setting.**

The doors will be closed at 09:15. Parents arriving later than this must use the intercom to alert staff of their arrival. Once all parents have left the building and all outside doors are secured then the children’s class registration/mat time can begin.

If children are in the process of moving up or down the stairs parents arriving with children will be asked to wait outside. The door cannot be opened if the children are near the door or on the stairs as staff’s priority in that moment is to safely support the children on the stairs. Once the children are in the rooms the door will be opened to let parents/visitors come in.

**Safe Departure of Children**

After our end of day group sessions, the children will be asked to sit on the carpet area. Once we have sung our goodbye song the staff deploy themselves so the front door and front gate is covered. All additional staff must stay with the children to ensure their close supervision whilst the doors are open. Children will be required to stay on the carpet until their name is called. They may then go to the person collecting them. The staff member on the entrance door must sign out each child that is collected and no adult will be allowed to enter the building unless the child they are there to collect has been signed off on the pre-school register. If an adult arrives to collect a child that is not someone who would usually collect then staff will check the collections log book for parental consent. If parents have not signed the log book the child will not be released into the adults care. Parents must be contacted to collect the child or provide verbal consent. A log of any conversations with parents regarding safe collections will be kept within the settings incident file. Children staying for the afternoon session will be upstairs preparing for lunch time with staff

When all morning children have been collected the register must be checked again to ensure all children have been signed out correctly.

At 12,0'clock the children attending the afternoon session must be signed in on the afternoon register to ensure everyone is present. The same exit procedure must be carried out at the end of an afternoon to ensure the children’s safety.

**Visitors to the Setting**

If a visitor arrives at the setting their identification must be checked to verify who they are, if needs be their office can be phoned to verify their identity. Whilst their identity is being verified the visitor **MUST** remain outside of the building.

Once their identification has been verified they can be let into the building .The pre-school manager needs to be informed when any visitor has arrived. All visitors MUST sign in to the visitors log. The front door will need to be secured behind the visitor by the staff member who has let them in.

Staff must enquire if the visitor has a mobile phone or electrical equipment in their personal belongings. Any mobile phones go into the phone box in the hallway and electrical equipment must have any camera on it covered by a white sticker. All personal belongings of the visitor must remain in the office away from the children.

Visitors must be accompanied by a staff member at all times when in the setting and if coming into the setting to work directly with the children they must present a full enhanced DBS certificate which is relevant to the childcare workforce sector. A photocopy of their DBS must be obtained and filed within the DBS section of the filling cabernet for future reference.

When the visit is finished the visitor must sign out on the log book and be escorted from the building. Staff will need to ensure the front door is locked after the visitor has left the building.

**Lock Down Procedure**

In the event that a visitor to the setting is attempting to gain entry without permission, staff must calmly move all children to the upstairs rooms ensuring they have checked the bathrooms and garden. The key phrase to alert all staff is “Peanut Butter Sandwiches”. The children will remain upstairs & the classroom doors will be locked once inside so that if anyone gains access to the building the children are secure. If staff are not able to get the children upstairs they will lock themselves and the children in the toilet cubicles or the outside store room. If they are outside and unable to safely come inside they will be escorted to West Wycombe School for refuge. Staff must telephone the police on 999 for assistance and remain upstairs until the police arrive. Once the police have dealt with the intruder all parents must be contacted and asked to collect their children immediately. The staff must write witness accounts and hand them to the police with a copy of all accounts being kept on file in the settings Safeguarding File. The settings Manager will then report the incident to OFSTED within 24 hours.

The setting operates from a rented building and therefore note all key holders to the building. A copy of all key holders are kept on file.

This policy was adopted by West Wycombe Pre-school in January 2016. Policies are updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025