

## **Woolpit ARC**

### **Arrivals and Departures Policy**

#### **Policy statement**

Children's safety is Woolpit ARCs highest priority, both on and off the premises. Every attempt is made, through the implementation of the Arrival and Departure policy, to ensure the security of children is maintained at all times.

The outside perimeter of the setting is a wooden fence, in addition the school playground has a metal fence sectioning off a small part of the playground for parents/carers of the ARC to wait at arrival and departure times. This fence has two metal gates one leading to the school playground which is padlocked and one which is our entrance and faces out to the car park. This gate will be open at expected arrival and departure times. Our main entrance gate will normally be locked.

#### **Procedure for Arrivals Breakfast club and Holiday club**

We have a relaxed approach to arrival times for breakfast and holiday club meaning children will arrive at different times during the session.

- Parents should ring the bell situated on the right side of the wooden entrance gate
- A staff member will open the gate ensuring it is closed once the parent/carer and child are in.
- The member of staff will record the child's arrival time in the register
- Once the child is settled the staff member will let the parent/carer out through the gate, ensuring it is closed once the parent/carer has left.
- The child will hang their coat and bags on their named pegs.
- Remaining staff will be available to greet the children and their parent/carer on arrival.
- The door leading into the building will remain closed until all or most of the expected children have arrived.

#### **Procedure for arrivals (Pre-school)**

- Pre-school sessions start at 09:00 and 12:00
- Parents/carers and their children will wait in the waiting area until the gate is opened at 09:00/12:00
- A staff member will stay at the gate until 9:15/12:15, they will record children's arrival time in the register.

- Remaining members of staff will be available to greet children and their parent/carers as they arrive and to talk to parents/carers as needed.
- Children will hang their coats and bags on their named peg.
- Parents/carers must inform a member of staff if someone different is collecting their child and record this in our collections folder which can be found on the cupboards next to the office. If the person collecting is unknown to us a password is agreed and recorded in the child's file. All staff must be made aware of the password.
- Children are encouraged to self- register.
- The number of children and adults in attendance will be recorded on the register.
- The register is kept on the cupboard next to the office.
- If a child arrives after the gate is locked the parent/carer should ring the bell to the right of the gate and a member of staff will let them in. The child's arrival time is recorded in the register by the member of staff.

### **Procedure for arrivals (After-school Club)**

- Two members of staff go across to the school to collect expected children.
- They each take a copy of the weekly expected children's list.
- One member of staff collects the children from reception to year 2.
- Reception children are collected from their class, years 1 and 2 wait in their workroom until the member of staff arrives. The staff member checks they have all the expected children, then escorts them to the ARC on the agreed route through the school to the top exit then across to the ARCs bottom fire doors. A member of staff will open the fire doors to let them in. The children's time of arrival is recorded on the register by the member of staff who collected them.
- Years 3 to 6 go to their agreed waiting area in the school corridor by the hall. The second member of staff meets them there and checks that they have all the expected children. The children are escorted to the ARC via the top exit then across to the fire doors at the ARC, a member of staff will let them into the building, ensuring the doors are secured once everyone is in. The children's time of arrival is recorded in the register by the member of staff collecting them.
- Numbers of children and staff in attendance is recorded in the register.
- If an expected child has not arrived, and we have not received any messages from parents/carers to say the child's place has been cancelled, a member of staff checks with the school if they know why the child has not arrived. If they are not aware of any reason, then the missing child procedure must be followed in partnership with the school.

### **Procedure for departure Breakfast Club.**

- Children are asked to get ready to go to school at 08.50
- They put on their coats and get their bags.
- A member of staff takes the children to line up at the gate.
- The staff member must ensure that the entrance gate leading to the carpark is closed and padlocked. The gate leading to the playground is unlocked.
- Once the children have lined up the staff member leads them onto the playground, years 1 to 6 make their own way to their classes. Reception children are escorted to their class by the member of staff.
- On return the staff member ensures the playground gate is locked and the carpark gate is open. The wooden entrance gate is also locked.

### **Procedure for departure Pre-school**

Pre- school sessions finish at 12:00pm and 15:00pm

- Parents/carers wait in the waiting area until the gate is opened.
- All children are sitting in the quiet area with a member of staff
- The child gate is secured.
- One member of staff will be allocated to open the entrance gate, with the register. They will record the time of departure on the register. Any new arrivals will be recorded on the afternoon register.
- A second member of staff will be near the entrance door of the building to answer any queries from parents/carers and ensure any accident forms are explained and signed by parents.
- A member of staff stands by the child gate letting the children through when their parent/carer arrives.
- Once parents/carers and their child(ren) have exited via the wooden gate it is their responsibility to ensure their child's safety.
- The member of staff responsible for the gate will ensure it is closed in-between parents/carers arriving and leaving and once everyone has left.
- This can be a very busy time of the day, and we advise parents/carers to talk to their children about safety issues such as not wandering away from them until they are ready to leave the setting together, holding hands etc.

### **Procedure for departure After school club and Holiday club**

Because of the flexible nature of After school club Children will be collected at different times. The following procedure will set out how we will manage this.

- The register will have a column with the expected collection time for each child. This will enable staff to plan the session accordingly
- When we are all in the building and setting garden then the outer carpark gate will be open.

- Parents/carers will ring the bell to the right of the wooden gate to alert staff they are here.
- A member of staff will let them in closing the gate behind them.
- The member of staff will record the time of departure in the register and open the gate to allow the parent/carer and child to leave. They will ensure the gate is closed.

During After school club and holiday club we have the opportunity for children to play on the playground. This enables them to ride bikes and scooters, run around and much more. This means that there will be parts of the session when parents/carers arrive to collect children when they are playing in the playground.

### **Taking children out to the playground**

- Before taking the children out to the playground a member of staff will lock the gate leading to the carpark and open the metal gate leading to the playground.
- All children and staff will go out to the playground together.
- A member of staff will ask all the children to prepare to go out on the playground, putting coats on if needed.
- The staff member will ask the children to line up by the wooden gate and do a head count of the children.
- One member of staff will be at the front of the line and a second at the back. Depending on numbers of children and staffing ratios a third may stand by the middle of the line.
- The member of staff at the front will open the wooden gate and lead the children onto the playground.
- The staff member at the back will close the gate behind them.
- Parents/carers arriving to collect a child whilst we are on the playground will be let in by a member of staff. We will let the child know their parent/carer has arrived.
- The member of staff that let the parent in will escort them into the building and will record the time of departure in the register. Once the parent/carer and child are ready to leave the member of staff will let them out. Ensuring the wooden gate is closed and the carpark gate is locked, then return to the playground.

### **Taking children back into the building**

- Children given a 5 minute warning that we will be going back inside.
- After the 5 minutes the children will be asked to line up by the metal gate.
- A head count is done
- A staff member stands at the front of the line and leads the children back inside.

- A Staff member stands at the back of the line, once all children are back inside, that member of staff is responsible for ensuring the playground gate is padlocked, and the carpark gate is unlocked. When going back inside they must also ensure the wooden gate is locked

### **Visitors /Contractors**

In general we are normally aware when we are expecting visitors or maintenance contractors coming to Woolpit ARC. Staff must always ask for visitors ID before allowing them on the premises. Visitors must also be asked to sign in and out.

At Woolpit ARC we arrange maintenance work to be carried out outside of opening hours or times of closure for example before summer holiday club begins.

### **Unexpected person turning up to collect a child**

If an unexpected person comes to collect a child, the staff member opening the gate should politely ask them to wait whilst they check with other members of the team if they are aware of any changes to collection, and to check the collection book. If the person is unknown to staff then they should ask the persons name and check if they have any ID. If no changes are known then the child's parent should be contacted to confirm that they have arranged for someone different to collect their child. Under no circumstances should the child be handed over without confirmation.

In the event the parent/carer says they haven't arranged for this person to collect their child then the manager should be informed immediately and the police called. Two staff members should go and explain to the individual that we have been unable to get confirmation from the child's parents/carer and that we are unable to let the child go with them. Do not open the gate to inform them of this.

Ofsted may also need to be informed. An incident form will must be completed detailing what has happened.

This policy was adopted by Woolpit ARC on

This policy will be reviewed on- April 2019

Signed on behalf of Woolpit ARC:

Name: Jackie Grant

Position: Manager