



Children's Arrival Policy and Procedures

Introduction

Putnoe Woods is committed to ensuring that the health and safety and wellbeing of the child is paramount and that it is our duty to ensure that we safeguard children at all times.

Children's Arrival at Putnoe Woods Preschool

At Putnoe Woods Preschool we empathise and appreciate how difficult it may be to leave your child at preschool, especially in the first instance.

The staff at Putnoe Woods Preschool wish to make the transition from home to preschool as smooth as possible as to endeavour to avoid any upset and to make children and their families feel welcome, safe and secure.

- 1.1 Staff will be made aware of the Arrival Policy and Procedures and ensure that it is adhered to at all times
- 1.2 Parents / carers and carers will also be made aware of the Arrival Policy and Procedures during their settling in visits and completion of registration forms and contract

Arrival

- All children and adults must wash hands on arrival into preschool.
- Children will be collected from their parents / carers at the door or side gate and hand your child over to you at home time.
- If anyone wishes to speak directly to a member of staff, we will make arrangements accordingly within the preschool, alternatively, we are happy to phone or email you.
- Between the peak hours of 9.30 am-3.30 pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door.

Peak times 9.30 am -3.30pm

- Bluebell children will use the side gate for drop off and collection. The gate will be manned from 9.30am in the morning and at specific arrival times
 - Buttercups and Snowdrops children will continue to use the main door. Again, this will be manned from 9.30am and at specific arrival times
- 1.3 It is our policy at Putnoe Woods to ensure that we give a warm welcome to each child and parent/carer on arrival into preschool and for parents / carers to be able to pass



their child over to a member of staff or their key worker who will ensure the safety and wellbeing of each individual

- 1.4 Staff will sign the children in on the daily register on I Connect
- 1.5 The Preschool Manager / Deputy or Finance Officer will then collate the numbers from each of the play rooms and record them in the daily diary
- 1.6 Parents / carers are encouraged to pass on any information regarding their child if necessary, such as injuries, medication and any concerns relating to the wellbeing which may be noted on I Connect
- 1.7 If a child needs medication whilst in our care they will be asked to fill out relevant forms giving permission to administer medication
- 1.8 If a child arrives at preschool with any injuries or marks, the parent will be asked to fill out Home Incident Form stating that they have done it at home and how it happened
- 1.9 The staff at Putnoe Woods will ensure that all children will be given a friendly and warm welcome into each room with enabling environments that will stimulate their learning and developmental needs through a variety of play based opportunities and experiences
- 1.10 We request that to ensure that the day is meaningful to the child and to avoid disruption to the routine parents / carers are requested to ensure that their child is present at their preschool start time

This policy is in compliance with Data Protection Act 2018

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents / carers and expects all staff and volunteers to share this commitment.

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| Date of Policy: September 2014 | Created By: Jo Skelton | |
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| Review Date | Reviewer | Amendments |
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Putnoe Woods Preschool



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| December 2015 | Jo Skelton | |
| September 2016 | Jo Skelton | <ul style="list-style-type: none"> 1. 4 addition of I Connect |
| September 2017 | Jo Skelton | |
| May 2018 | Jo Skelton | GDPR statement added |

| Review Date | Reviewer | Amendments | Policy signed off on behalf of the Board of Trustees |
|---------------|-------------|------------------------------------|--|
| May 19 | Jo Skelton | | |
| November 19 | Nikki Adams | New email address | |
| July 2020 | Jo Skelton | 1.3 amended due to Covid 19 | |
| November 2021 | Jo Skelton | None | |
| January 2022 | Jo Skelton | 1.3 amended | |
| November 2022 | Jo Skelton | Removed social distancing | |
| November 2022 | Nikki Adams | GDPR replaced with Data Protection | |
| Sept 2023 | Jo Skelton | | |