

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

www.putnoewoodspreschool@gmail.com

Putnoe Woods Arrival and Child Collection Policy and Procedures

Introduction

'Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised. Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors'

The Early Years Foundation Stage Statutory Framework 2014

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 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 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 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
- 1.2 Staff will sign the children in on the daily register on IConnect
- 1.3 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

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

www.putnoewoodspreschool@gmail.com

- 1.4 Parents 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 in the Communication Book
- 1.5 If a child needs medication whilst in our care parent will be asked to fill out relevant forms giving permission to administer medication and a form for medication that has been prescribed at home, dates on prescribed only medicine 48hrs previous
- 1.6 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
- 1.7 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
- 1.8 We request that to ensure that the day is meaningful to the child and to avoid disruption to the routine parents are requested to ensure that their child is present at their preschool start time
- 1.9 Under NO circumstances must a child be left to wait unaccompanied at the start of their session
- 1.10 The children in the Bluebell and Honeysuckle (preschool) room also participate in a registration activity at the beginning of the morning and afternoon session

Children's Collection at Putnoe Woods Preschool

Whilst we appreciate that from time to time unforeseen circumstances may occur at collection times Putnoe Woods Preschool operate a strict collection procedure as to ensure the health and safety of the children and to ensure we adhere to our safeguarding procedures.



- 1.11 Staff will be made aware of the Arrival and Collection Policy and Procedures and ensure that it is adhered to at all times
- 1.12 Putnoe Woods will ensure that they are compliant with the Local Authority guidelines regarding late collection of children
- 1.13 No person under the age of 16 is permitted to drop off or collect any child from preschool
- 1.14 Staff will ensure that all children are signed out of the register on IConnect when they leave the preschool building
- 1.15 Staff will ensure that a headcount is completed after the arrival of children at the start of their session and that this is recorded on IConnect and main preschool diary

Child Collection Information and Registration Form

- 1.16 All parents are requested to complete a registration form prior to the child starting preschool, this includes all emergency contact details, authorised persons whom are able to collect their child and passwords to be used at the collection time
- 1.17 Parents must inform the preschool of who may be collecting their child before the end of the child's session
- 1.18 Parents must inform the preschool of any other persons who may be collecting their child who is not named on their registration form, giving a description of that person and a password
- 1.19 Children's registration forms will be reviewed annually in February
- 1.20 Parents must be made aware when registering their child that collection times must be adhered to unless prior arrangements have been made and agreed with a member of the Management Team or Business and Finance Manager
- 1.21 Parents must be made aware that if their child is not collected for any reason the preschool will contact the Local Safeguarding Children Board,

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

www.putnoewoodspreschool@gmail.com

Local Authority Multi Agency Support Hub, 01234 718700 or Emergency
Out of Hours Office Team, 0300 300 8123 for further advice

- 1.22 Only authorised persons may be permitted to collect a child from preschool environment. Authorised persons are those who are detailed on the child's registration form and includes passwords that must be used. These passwords will be created by the parent when completing the registration form
- 1.23 Should the parent not be able to collect their child from preschool and another authorised person is collecting then they must provide the agreed password
- 1.24 The parent will be required to give a brief description of the authorised person who may be collecting the child
- 1.25 Both the description and password will be checked before the child is handed over
- 1.26 If any details do not match then the child will not be handed over and attempts will be made to contact the parents
- 1.27 When the identity of the person is not known staff will ensure that the person is not made to feel embarrassed by the situation whilst their credentials are checked
- 1.28 Staff will ensure that the child does not become upset or concerned should the credentials of the person collecting them require checking
- 1.29 Under no circumstance will the child be handed over even if the child acknowledges the person attempting to collect them
- 1.30 Parents are also requested that you do not let any other person into the nursery that you are not familiar with, even if you believe it to be another parent this may appear rude but we feel that it is a necessary step to protect your child and adhere to safeguarding and protecting the welfare of the child



- 1.31 Please remember that parents with parental responsibility have the right to collect their child from us, unless there is proof provided in written form, either a current court order or solicitor's letter
- 1.32 No persons unknown to the preschool will be permitted to enter the main building until appropriate checks have been made and identification is checked and confirmed
- 1.33 Parents are also required to complete the Collection Consent Form in their child's All About Me Booklet including name of person collecting, relationship to child, physical description and preferably a passport sized photograph

Late or Non Collection

A member of the Management Team will follow the following procedure in such circumstances:

- 1.34 A member of the Management Team will initially endeavour to make contact with the named parents on the child's registration form
- 1.35 If contact cannot be made then a voice message will be left detailing
 - Who has made the call
 - The time of the call
 - The setting and contact number
- 1.36 A record of the call will be made in the main preschool diary detailing the time, the message and contact number(s) that was called
- 1.37 A member of the Management Team will continue to phone every 10 minutes, continuing to record the above information
- 1.38 If contact is made, two members of staff must remain with the child until collection takes place
- 1.39 Staff will ensure that the child is made to feel safe and that they do not become concerned or upset



- 1.40 If contact cannot be made with the parents or any other authorised persons within 30 minutes then contact will be made with Local Children's Services
- 1.41 If contact is made with Local Children's Services, the following information must be available:
- Name and address of the preschool
 - Name and date of birth of the child
 - The reason for contact, including details of attempted communication with parents or authorised persons
 - Name and contact details of parents / authorised persons as recorded on the registration form

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

Parent Child Collection Information

At Putnoe Woods preschool the safety and wellbeing of your child is paramount. Staff will only be instructed to allow those named on the child's registration form to collect your child from Preschool.

- Staff will only permit your child to be collected from pre-school by the authorised persons

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

www.putnoewoodspreschool@gmail.com

- Authorised persons are those who are named on the child's registration and includes details of passwords and a brief description
- NO person under the age of 16 is permitted to drop off or collect your child from preschool
- If you find you are unable to collect your child from preschool, please contact the preschool as soon as possible and inform them of the person collecting your child, password and brief description
- The password and description will be checked against the information on your child's registration form
- Should the details do not match, you will be contacted immediately and under no circumstance will your child be allowed to leave the preschool premises even if the child acknowledges the collecting person

If your child is not collected from the preschool

- A member of Management will attempt to make contact with all authorised persons detailed on your child's registration form and clarify the situation
- In extreme cases it may be necessary for the preschool to contact the Local Safeguarding Children Board

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

Date of Policy: September 2014	Created By: Jo Skelton	
-----------------------------------	---------------------------	--

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

www.putnoewoodspreschool@gmail.com

Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	<ul style="list-style-type: none"> • 1.2, 1.14, 1.15 addition of IConnect • 1.10 Reference to preschool room • 1.13 All About Me booklet to be completed