



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 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 contracts
- 1.3 During the current situation Covid 19 staff and parents are required to adhere to the Covid 19 Policy and procedures with reference to arrival at preschool:

Arrival & Collection

- Please maintain social distancing when dropping off and collecting your children.
- Only one adult to attend preschool for drop off and collection.
- Do not enter the inner hallway if someone is already waiting. Remain outside and wait.
- Hand gel is provided by the buzzer.
- All children and adults must wash hands on arrival into preschool.
- No adult is to enter the building unless essential (if children are upset or for settling visits). We will collect your child from you at the door and hand your child over to you at home time.
- If anyone wishes to speak directly to a member of staff, we will do this outside whilst maintaining a safe distance. Alternatively, we are happy to phone or email you.
- Between the peak hours of 9.15am-3.30pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door.



Peak times 9.15-3.30pm

- Bluebell children will use the side gate for drop off and collection. The gate will be manned from 9.15-9.30am in the morning and you can drop off at any point during this slot. At home time the gate will be manned from 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will spread the flow of people
- Buttercups and Snowdrops children will continue to use the main door. Again, this will be manned from 9.15-9.30am & 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will allow us to spread the flow of people

- 1.4 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
- 1.5 Staff will sign the children in on the daily register on I Connect
- 1.6 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
- 1.7 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
- 1.8 If a child needs medication whilst in our care they will be asked to fill out relevant forms giving permission to administer medication (see Putnoe Woods Preschool Medication Policy and Procedures)
- 1.9 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
- 1.10 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
- 1.11 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 GDPR (General Data Protection Regulations)
May 2108**

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.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
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	



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 preschool by the authorised persons
- 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 contact 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

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