



8.8 Arrival and Collection of Children

The aim of this policy is to state clearly the procedures which are to be followed when children are brought to and from the pre-school which will ensure their safety and help with the smooth running of the pre-school.

The safety and wellbeing of the children is paramount when organising the arrival and collection of children to and from the pre-school. In general, the following rules will always apply:

- No child can be left at the pre-school before the official start of any session. Our insurance and registration does not permit us to care for children outside of normal session times.
- Children can only be collected by an authorised person as stated on your registration form unless notified by parent/carer when dropping the child to pre-school or via telephone. A Password will be set up in order for us to identify the alternative person collecting a child.
- It is preferable that we have previously met any other adults who may collect a child so as to be able to confirm their identity. In the event that another adult may need to collect your child at short notice, a password can be given that will be noted on file and requested from unknown adults.
- No child can be collected by another child or sibling if under the age of sixteen.

Morning sessions start at 8am or 9am and finish at 12 noon or 1pm, Afternoon sessions start at 12 noon or 1pm and finish at 3pm, 3.30pm or 4pm. **It is essential that all children are collected on time** both to prevent us from exceeding our registered number of children at any one time and also **to allow staff to have sufficient time for statutory breaks and other duties**. Please refer to our Finance Policy and policy on Non-Collection of Children for further details on late collection.

Once a session begins, all external doors will be locked to ensure the safety of the children. Any family arriving late will need to use the side door to the hall and ring the bell. Other adults still on the premises should also leave by this door as it is self-locking. **No person should unlock and leave by another door without ensuring that it will be locked behind them.**

The time of arrival and departure of all children should be recorded automatically in our Cheqdin App and be done by the person dropping off or collecting the child or by a member of staff. All staff will use the Cheqdin App to sign in and visitors to the group should sign themselves in on the visitors log sheets.

In the case of a parent/carer failing to collect a child, the manager will contact the emergency contact. If a parent is unreasonably late in collecting their child without contacting the pre-school to inform them of unexpected delays, or is persistently late, a charge will be made in accordance with our Finance Policy. No child will ever be left unsupervised because a parent/carer has failed to collect them.

General Procedures for the Arrival and Collection of Children

Morning Sessions

For children attending morning sessions, the door to the Rainbow room will be opened by 8.45am and parents may enter via the playground entrance and wait in the rainbow room until 9am. **No**

child may be left at the pre-school before 9am unless they are booked into the Breakfast Club.

If a family arrives after 9.10 am then they should use the side entrance directly into the hall and ring the bell. This door should also be used if a parent wishes to collect a child earlier than the normal end of session time. Parents should advise pre-school staff when dropping off their child if they think that they will need to collect their child early.

At most other times, i.e. When collecting children at the end of the session, dropping children for Lunch Club, or dropping them off for the afternoon session, the side door opposite the presbytery will be used. This will be opened just before the end of the session, when a member of staff is free to monitor the door.

Lunch Club/Afternoon Sessions

For children arriving at 12 noon for lunch, the side door should be used on arrival and the child may then join the other children in washing their hands ready for lunch.

After lunch, the side door will be opened at 1pm for parents to collect their children if going home or to bring them in if just arriving for the afternoon session. Parents/carers should use the side door to leave as should anyone arriving for the session after 1pm.

Collecting your child early at the end of the day

For parents wishing to collect their children at their same time as older siblings from school, the side door of the Rainbow room will be **opened at 3.30pm and closed again at 3.45pm**. Please note that, to maintain security, parents and siblings are asked to remain in the Rainbow room whilst a member of staff fetches their child. If collecting early at the end of the day then parents are requested to use the **Rainbow Room door** rather than the Hall side door so that too many staff are not distracted from their care of the children due to monitoring the doors.

Entry/Exit doors will always be monitored by a member of staff whilst children and their parents/carers are coming and going. **Other adults should not answer the door or let unknown visitors in without a member of staff available to confirm their identity.**

Parents/carers should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, staff may refuse to hand over the child to the parent and will contact one of the other authorised people or emergency contact to collect the child. If unable to contact someone else then we will contact Social Services and follow their advice.

Please note that under the Children Act 1989, parents do not lose parental responsibility except through an adoption order. This means that divorced/separated parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Pre-school staff do not have the right to stop divorced/separated parents from collecting their children unless they are aware of a court order preventing contact between the child and its parents.

This situation would apply in the same way if the parents were in the process of separating. A mother's request that they do not go home with their father and vice versa cannot be guaranteed unless there is a court order preventing contact.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently, or the father is named on the birth certificate dated after 2003. Otherwise only the mother has parental responsibility. An unmarried/unnamed father can acquire parental responsibility through a court application, as can guardians and grandparents.