



Holy Trinity Claygate Pre-School

Arrival and Departure Policy

Statement of Intent

Jigsaw Pre-School aims to provide a safe and smooth transition into and from the Pre-School environment

Aims

Jigsaw aims to ensure that:

- children are settled quickly and securely on a daily basis
- the children depart in the company of a responsible adult as agreed with the parent/carer with parental responsibility
- the children play in a safe and secure environment
- no-one enters the Pre-School without permission/advising a member of staff of their arrival

Method

Jigsaw achieves these aims by following the procedures outlined below. Parents/carers are informed of these procedures during the induction meeting and in their start pack.

1. Procedure for the security of the Jigsaw premises

The jigsaw hall has two main entrances:

- entrance from the main church foyer area
- the smaller side entrance to the left of the main entrance (opposite the entrance to the ministry centre)

In addition there is one smaller side door on the right as you enter the hall (on the Village Hall side), which is always kept locked during Pre-School hours, and a fire exit that leads into an a secured outside area. There is also a door leading

from the kitchen to the hall, which is kept locked to prevent entry to the kitchen and secured from entry from the kitchen, by the placement of a display board in front of it.

The children enter the Pre-School from the smaller side entrance away from visitors to the main church. A staff member mans the entrance door during drop-off and pick up to prevent unaccompanied children from leaving. The door is locked from the inside once the children have arrived.

The entrance from the main church foyer is a fire exit, but during session time a key is available for the door to be locked or unlocked if necessary.

The outside area has three main gates for access. These gates are fastened securely with locks during the Pre-School hours.

Children are taken to the toilet accompanied by a member of staff and the door is locked/unlocked using a key provided for staff use.

2. Procedure for the arrival and departure of staff and volunteers

The Jigsaw Manager keeps a record of the staffing rota and any staffing changes are noted on a daily basis.

All volunteers are required to sign in the visitors book regular volunteers are added to the staff register for that day. The entry should include their full name, signature and times of arrival and departure and must be countersigned by a member of staff.

Volunteers are given an identification badge to wear in a visible place for the duration of their visit.

Volunteers note down their time of departure in the visitors book.

3. Procedure for the arrival and departure of visitors

All visitors must identify themselves to a member of staff who will ascertain:

- their name
- the purpose of their visit
- who they are meeting

All visitors are required to sign in the visitors' book located with the register. This must be countersigned by a member of staff who has verified their identity.

All visitors are given an identification badge to wear in a visible place for the duration of their visit.

They should be asked not to use their mobile phone whilst on the Jigsaw premises.

4. Procedure for the arrival of children

Children arrive at Jigsaw Pre-School accompanied by a responsible adult. They wait in the small foyer area or under the canopy at the side entrance to the main church.

A member of staff greets the children and their parents/carers and opens the door to Jigsaw at 9:15. A member of staff stands on the inner door and another on the outside door to prevent children leaving the premises unseen.

Parents children accompany the children into the hall whilst the children hang coats, put their book bags into boxes and find their name for self-registration. The children then go and sit on the carpet.

Remaining staff support any children who do not settle. Parents are free to leave once they are happy their child is settled or in the care of an adult.

Registration of children takes place once they are all settled on the carpet. The member of staff taking register confirms with other staff that any children not present have not been seen and the phone and diary is checked for messages regarding reasons for absence. If the reason for absence is not known parents will be phoned to check the reason for absence by 10am.

The register is kept in a folder on the main table by the entrance so that is accessible in case of emergencies. Any late arriving are marked in the time of their arrival noted. Out of pre-school hours the register is kept in a locked filing cabinet.

The doors are shut and locked once the children have arrived.

There is a doorbell on the door so late children and any visitors can be let in.

5. Procedure for departure of children

The door to Jigsaw is unlocked at 12:30 and parents carers enter the hall to pick up their children.

The children are seated on the carpet area and are called forward to meet the person picking them up by the member of staff supervising the carpet area.

Children attending lunch club are called to a separate carpet area, marked into the lunch club register and supervised by a member of staff.

After the other children have left they are taken to the toilets by 2 members of staff and are counted out and in.

Another member of staff is present on the Jigsaw exit

- to prevent children exiting without their parent/carer
- register that the child has left the building

Children are only handed to the carer with parental responsibility unless prior arrangements have been made or in the case of an emergency when the Illness/Accident Policy or Non-Collection Policy is implemented.

If a parent/carer (or appointed person) is going to be late, the Jigsaw Manager should be informed as soon as possible. The parent /carer should give the time they are likely to arrive. A charge may be incurred if the child is not collected at the end of the agreed session.

If a parent/carer fails to arrive for collection of their child, the procedure follows that laid out in the Non-Collection Policy.

6. Procedure for the collection by responsible adult other than those with parental responsibility.

On acceptance of a place the person with parental responsibility is asked to complete a personal details form.

A section of the form requires the parent/carer to give authority for the main carers and other adults who will be involved in the drop-off and pick –up of children. Their details are documented and include contact details and emergency contacts.

On occasions when one of the named people are not collecting the child from Jigsaw:

- the parent/carer documents who is collecting the child on the appropriate day in the diary provided and signs to say permission is given.
- If the person collecting the child is unknown to the Jigsaw staff then they will be asked to show identification or give a password agreed between the parent and Jigsaw staff.

7. Procedure for collection of children without prior parental authorisation

In the event of an emergency, where a child cannot be collected by someone on the authority-to-collect list or pre-authorised by the parent/carer, parents are asked to follow the following procedure:

- Inform the Jigsaw Manager by phone and give the name of the person who will be collecting the child (ideally someone known to the child)
- If the person is unknown to the Jigsaw staff the procedures detailed above will be followed.

8. Procedure in the event of an adult who is thought be under the influence of alcohol/drugs collecting the child


If a parent/carer arrives to collect a child and they are deemed to be unable to provide an acceptable standard of care for their child e.g. under the influence of drugs/alcohol, then Jigsaw will follow the Non-Collection Policy and attempt to contact a suitable adult.

The CPLO will also inform Surrey Safeguarding Board as per the Safeguarding Policy

Related Policies.

1. Risk Assessment
2. Health and Safety Policy
3. Non-Collection Policy
4. Safeguarding Policy
5. Illness/Accident Policy

Jigsaw Management Group May 2013

Jigsaw Manager	
JMG	
Date	2/5/13
Date of review	September 2014