

## **Pre-School at St Saviours**

### **Arrival and Departure Procedure**

We provide a registration system for all children, parents, staff and visitors who attend on a daily basis. We show their hours of attendance. We record the name, address and date of birth of each child and the name of each child's key person for all children who are looked after on our premises. We check visitor's ID before they enter the building.

The Register is filled in everyday for all children, parents, staff, volunteers and visitors noting the time of arrival and departure. This is the responsibility of the member of staff who is assigned to do this each day. Written details of who will be collecting the child (if different from main carer) will be kept in the Register. Or if this is written in the child's Contact Book, all staff are made aware. All records are kept in line with the GDPR guidelines.

### **Visitors**

On arrival all visitors are asked to fill in our 'Visitors Book' recording their name, name of the organisation, company, job title, contact telephone number etc, purpose of their visit and arrival and departure time.

To ensure the safety of all children and staff the following procedures must be adhered to:

#### **1. Answering the door**

The person who answers the door must always look through the glass to identify the caller. Before granting a caller access always check their ID and check with an authorised person. Never grant access to anyone who is not known. (See Procedure for Intruder and Emergency Lockdown).

#### **2. Visitors**

Any visitors, such as sales people, college assessors, gardener, handyman, must fill in the visitor's book on arrival.

#### **3. Authorised collectors**

Parents must fill in the collection book and sign it, if another person is collecting their child. Parents are required to provide a work, home and mobile phone numbers.

## **PROCEDURE FOR THE STAFF MEMBER ON DOOR DUTY AT THE BEGINNING AND END OF EACH SESSION**

The front door should never be fastened open unless there is a group of people entering/leaving the building at the same time. The door should be opened as people enter or leave the premises and must not be held/fastened open if no one is entering or leaving. All children entering and leaving the premises must only do so with their main carer or with someone that their main carer has given us permission for them to do so. The door should never be left unattended, for any reason, during these periods. If a parent/carer needs to speak to you, ask them to wait until all the children have gone or ask them to speak to someone else in the main hall. Ensure that all children have left the building before leaving the door which then should be locked. When the door is not manned by a member of staff always ensure that the safety chain is in place, the bolt is across and the Yale lock is activated and the button pushed downwards.

### **Persons prohibited from collecting children**

**If a different person calls to collect a child, and the parents have not informed the pre-school of this, then the parents' permission must be obtained before handing over the child.**

**All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at the pre-school they must not be granted access and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately.**

Signed on behalf of the Partnership

October 2019

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Jeanette Samuel -

Partner