

# **Parkside Playgroup**

## **Child Arrival and Collection Policy Statement**

### **Arrival Procedure**

Parents/carers should arrive with their children when we open at 8.45 (am session) or 12.45 (pm session) when practically able. Upon arrival all children must be signed in and a time noted by parent/carer, (signing in book is located on table at front door) If children are settled then parents/carers say goodbye to their child at the front door and hand the responsibility over to a member of management who is positioned at the front door. Children walk through the lobby area to the main hall where they are greeted by a staff member who will help them to remove outdoor garments and put their belongings away and engage them in play in the main hall. Children who are settling may be accompanied into the main hall by their parent/carer (who will sign the visitor book) and stay in the allocated parent area until being escorted to the exit by staff. Children who require some staff support to enter the setting will be helped by a member of staff who is not the management on the front door to walk through the lobby area. At no time is the front door left unsupervised by management. Parents/carers must inform the setting if someone other than the pre-arranged person is collecting your child.

### **Collection Procedure**

Parents arrive at 11.45 (am session) or 15.45 (pm session) to collect their child unless a different time or an urgent collection has been arranged. In this case, the person collecting can ring the doorbell and wait for the child to be brought out to them. Otherwise, they wait at the front door until management opens it at the end of the session. Children will be called to leave the main hall by management as each parent/carer arrives in order of arrival. Parents/carers must sign their child out of the register upon leaving with a child.

### **Authorised Collections**

During a child's registration with our setting parents/carers are required to indicate on the form provided the names and contact details of authorised persons who can collect their child or be contacted in the event of an emergency. It is the parent's responsibility to inform us of any changes to a collection form that may occur.

If an unknown person is collecting child, all details and if possible, a photograph must be given, a password can also be set up, this will be checked by management.

No children will be released from our care if staff are not informed of the person collecting the child.

### **Suitable People/Identification of Individuals**

- It is the policy of the setting that no person under the age of 16 years can collect a child
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the manager who will assess the situation. (Refer to Alcohol and Drug Policy)

### **Failure to collect a child**

In the event of a parent/carer failing to collect a child refer to the Uncollected Child Policy

Link to other Policies:

Safeguarding Children, Young People and Vulnerable Adults - Admissions Policy – Parental Involvement - Health and Safety General Standards

This policy was adopted at a meeting of

Parkside Playgroup

---

Held on

Sept 2021

---

Date to be reviewed

Sept 2022

---

Signed on behalf of the provider

Name of signatory

Brenda Henrick

---

Role of signatory

Chairperson

---