



## Wedmore First School Academy & Nursery

### Prime Times – Arrivals and Departures

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

#### Arrivals

- A familiar adult always greets young children. This ensures that young children are received into the setting by a familiar and trusted adult, if any child is upset, they will usually be taken by their key worker if possible.
- The person who greets the child marks their time of arrival in the register.
- If a child who is expected fails to arrive, this is recorded on the register and the manager is immediately notified so that they can contact the child's parents to find out why the child is absent.
- The staff greet the parents and takes time to hear information the parents need to share. They inform the parents of aspects of the day.
- Always ensure that the parents say goodbye to their child and say when they are coming back, such as 'after tea', rather than just 'later'.
- If the member of staff receiving the child is not the key person, the member of staff will hand over the information shared by the parents to the key person when they arrive.

#### Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting an incident form is completed.

#### Changing shifts and handing over information

- If someone other than the key person receives the child, he/she will share any information from the parent. Confidential information should be shared with the setting manager to pass on.
- The key person shares information with the other staff, in this way they ensure that all information is passed on to the parent in the key person's absence.

#### Departures

- Children are prepared for home, with clean faces, hands and clothes if required.



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- Staff hand over the child personally, only to parents/carers unless we have been informed of alternative arrangements. Staff enter the time of departure in the register.
- Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent. In all cases the setting manager will ask the parents to ensure that in future alternative arrangements are made. If the parent is under 16 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 14 years of age. The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.
- Educators verbally exchange information with parents.
- If someone other than the key person is with the child at the end of the day, the key person should pass general information to the other staff. Confidential information should be shared with the setting manager to pass on.

### **Maintaining children's safety and security**

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents arrive at the same time. To minimise the risk of a child leaving the building unnoticed, a member of staff is always on the door. Collections during the day happen at the main door, the inside door is shut or supervised during the times the outside door is open. Collection at 3:15pm happens from the garden. A member of staff is always stood on the door to ensure children are handed over to their parent/carer/nominated person. If someone other than the parent/carer is collecting then parents/carers must inform us of this. If it is someone unfamiliar to us, then they must provide the child's collection password before the child is handed over.

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