



Early years practice procedures

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

- Generally, staff within the child’s base room always greets children. This ensures that young children are received into the setting by a familiar and trusted adult.
- The child is marked present and time of arrival in the register.
- If a child who is expected fails to arrive by 10am, this is recorded and contact is made with the child’s parents/carers to find out why the child is absent following procedure - Absence. Management is also notified if communication isn’t made.
- The staff member greets the parents/carers and takes time to hear information the parents/carers need to share. Any consent forms are signed.
- Always ensure that the parents/carers say goodbye to their child.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting an accident at home form is complete and sent to parents to acknowledge.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- Room staff always greet parents/carers when they arrive and 1 family at a time will be given a hand over within each room. Information will be shared about the child's day and then the child is signed out.
- If someone other than an authorised person comes to collect, we use a password system to ensure it the correct person can take the child into their care. If there are any doubt parents will be contacted for clarification. Ideally parents should inform us when any other person is planned to collect.
- 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/carer. In all cases the setting manager will ask the parents/carers to ensure that in future alternative arrangements are made. If the parent/carer 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.

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 the setting management conducts a risk assessment that identifies potential risks and the measures put in place to minimise them. The risk assessment is shared and is updated as and when required.