



# Hulme Hall Pre-School

## Arrivals & Departures Policy

We are committed to the safety and security of all children in our care as well as staff, parents, carers and other visitors. This policy underpins the security principles of the setting.

### **Signing In and Out Procedures**

We display daily signing in and out registers for all children in our Pre-School. These registers are to be signed on arrival and departure by staff. Children will not be permitted to leave the premises with any person other than their parents or an individual named by the parents. Staff must ensure that any person collecting a child has been given express permission by the parent and completed the relevant paperwork. If there is any doubt as to the authenticity of the person collecting, staff must initially contact the Head for guidance. Parents should be contacted for permission if there is any uncertainty.

### **Staff**

All staff must sign in when they arrive at work. This is essential to ensure Fire and Safety Procedures can be adhered to, particularly with regards to fire evacuation. Staff must also sign out of the building once they leave at the end of the day.

### **Visitors**

All visitors must go to the main school reception and sign in using the Visitors Book. Staff should be vigilant when allowing visitors to enter the building. Any visitor should be escorted through the building. Official visitors (e.g. Gas Board, Nappy collection, etc.) should be asked to show photographic ID before being admitted to the building. Visitors should not be allowed access to the building if there is any doubt as to their authenticity. Staff should contact the Head of Pre-School before allowing any unauthorised or ad-hoc visitors into the school.

### **Staff Identification**

All staff are to be issued with an identity badge giving their name and title and a Hulme Hall Pre-School uniform. The Head of Pre-School must ensure that every newly enrolled staff member is provided with a badge and uniform. Staff must wear these at all times during the day. Photographs of staff are to be displayed in the reception area and updated accordingly.

## Children Leaving the Building

Children should not be allowed to leave the building unsupervised. The Outdoor Classroom must be treated as another “room” during free-flow, and any child(ren) in the outdoor classroom must always be supervised by a member of staff. Children leaving the building via the front entrance (e.g. for Fire alarm, outside visits, fire brigade visits, etc.) must always be supervised.

## Collection Procedures

- We have a duty of care to ensure that children are only handed over to authorised collectors such as parents/carers, friends and relatives.
- At collection time we reserve the right not to hand over the child if we believe that the person collecting is not in a fit state to safely take charge of the child. Circumstances where this may occur include collectors who are under the influence of alcohol or drugs, displaying violent behaviour or where the Pre-School believes that the child is at risk.

In the event of children being collected by those other than them named and recorded the following applies:

- A unique password set between Parent, Collector and Staff must be used and received before handing over a child into their care. This information is logged in our unknown person collecting file. We would ideally like to meet the person collecting your child, if that is not possible a detailed description or photograph of the person as well as a unique password.

## Main Door Access

All parents must press the intercom system to gain admittance to School. All parents and staff must not admit any other person(s) to the building by holding the front door open. Parents will be asked to close the front door upon entry and not to allow any other parents to gain access. The front door is to remain closed **AT ALL TIMES**. The door is not to be put on the latch, even during deliveries. If a multi-parcel delivery occurs, a member of staff must stay by the door to hold it open and ensure child safety.

New Staff and students will not open the door for parents to collect their child until, they are sure they know who they are here to collect.

**Review Date: September 2020**