



mossley
preschool



Maintaining children's safety and security on the premises.

Arrivals and departures

Policy statement

We aim to make the arrival and departure of children a safe and smooth process, ensuring the child's safety at all times.

Procedures

Security

- Systems are in place for the safe arrival and departure of children.
- A child becomes the responsibility of the Preschool when the child has been allowed in the main hall by the supervisor. A register will be taken once all parents/carers have left.
- A child remains the responsibility of Preschool until the supervisor has discharged the child to an adult authorised to collect him/her.
- The supervisor will not admit any child earlier than the sessions start.
- We will not release a child to any unauthorised person. The emergency contact number will be used in the event that an unauthorised person tries to collect the child. We will not release a child to anyone under the age of sixteen.
- If the collection of a child is persistently late, the supervisor will discuss the problem with the parent/carers. If no impact is made a written warning will be issued, possibly leading to the exclusion of the child from Preschool.

Drugs/Alcohol Procedures

- Should anyone arrive to collect a child under the influence of either drugs or alcohol, or in an unfit state to assume responsibility for that child, the supervisor will not allow that child to leave Preschool in the sole care of that person.
- The supervisor will contact the next person on the authorised list to come and collect the child.
- If no one else is available to care for the child, the supervisor will contact social services and the policy for Uncollected Child will come into force.

This policy was adopted by

Mossley Preschool

(name of provider)

On

November 2018

(date)

Date to be reviewed

Annually

(date)
