



# The Little Meadow Group

Arrival and collection.

Procedure

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|            |                 |               |                          |
|------------|-----------------|---------------|--------------------------|
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|            | Sharon Phillips | April 2004    |                          |
|            | Sharon Phillips | April 2006    |                          |
|            | Sharon Phillips | March 2008    |                          |
|            | Sharon Phillips | April 2010    |                          |
| Re written | Sharon Phillips | November 2010 |                          |
|            | Sharon Phillips | May 2012      |                          |
|            | Sharon Phillips | June 2014     |                          |
|            | Sharon Phillips | August 2015   |                          |
|            | Sharon Phillips | August 2017   |                          |
|            | Sharon Phillips | May 2020      | Covid 19 return to work  |
|            | Sharon Phillips | March 2021    | 3 <sup>rd</sup> Lockdown |
|            | Sharon Phillips | October 2023  |                          |
|            | Sharon Phillips | March 2025    |                          |



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## Arrival and collection

### Policy Statement.

Little Meadow Group believes a routine is important for the children and this includes the beginning and end of the day. For this reason we have a procedure that offers the much needed routine as well as enables the staff the opportunity to maintain the high standards of security imperative for the children in our care and their families.

### EYFS key themes and commitments

|  |                         |                       |                          |
|--|-------------------------|-----------------------|--------------------------|
| A Unique Child                                 | Positive Relationships  | Enabling Environments | Learning And Development |
| 1.3 Keeping safe.<br>1.4 Health and Well being | 2.2 Parents as Partners | 3.4 The Wider Context |                          |

## Procedure

### Arrival for Under 5's

- The side gate on the right to the site will be opened at 8.45 and if shut reopened at 12.20.
- At 9.00 and 12.30, the play room door to the setting will be opened and the staff will greet the children and parents/carers at the small gate.
- A staff member will be available to take specific information regarding the children for the day i.e. fall on the way to the setting, upset in the morning and will relay immediately after the gate is shut, to the relevant Key Person. We recognise that Parents are the children's primary educators so, providing this can be done whilst safely receiving the children the exchange may take place at the gate. However, if the staff member is unsure the gate is an appropriate safe place, they will request the parent/carer to go round to reception and wait a moment for the Key Person. We would look to the parents to advise us of any issues that may unsettle their child on a daily basis and help us to support them throughout the session.
- Once the staff have collected all children, the outside gate will be locked and the playroom door secured.



- Parents arriving late will then be asked to enter at reception where the office is manned and if registration has already taken place, the children can be signed in and safely escorted to the appropriate play room.
- Once inside the children will follow the registration routine.
- Any parent visiting the setting will need to initially drop their child into session as above and then sign in at the reception area where the Office Manager will follow the sign in procedure.

## Arrival for Out of school.

- The Administrator prepares pick up lists which are distributed to school by 9.30 on the collection date.
- Any changes are phoned through to school as soon as they are known and school annotate the lists.
- The class teachers are responsible for escorting the classes to the small gate in the corner of the car park where they will be met by OSC staff,
- There are always a minimum of 2 staff to greet the children.
- The children once signed in will make their way to their room. KS2 to room 1 and KS1 And Rec to room 2.
- Should children be known to be absent the register is annotated to reflect the reason for this. Should no cause be known or contact from family, school will be required to confirm absence and annotate the OSC registers to confirm responsibility for the child was not handed to OSC staff.
- Once all the children have arrived, the small gate is locked and staff return to their rooms.
- For children who are attending school after school clubs, following the club, school staff will escort them to the gate where they will be handed over to an out of school staff member.
- Should a child be missing school will be asked to sign to say they have not brought the child over and have taken responsibility for their absence. If they are not happy to do this, they will be asked to locate the child and advise. If the OSC staff are concerned procedure has not been followed they will ring the parents to establish security of the child.

## Arrival for Breakfast Club

- Access is gained via the reception from 8 a.m., staff will respond to the doorbell ascertaining who it is via the CCTV they will then grant access into the reception and meet them at the inner door where, once signed in by the parents they will make their way through to the playroom.
- Parents when signing their child in and will also need to annotate the register with the time of arrival and any comments.



## Arrival for Holiday club.

- Access is gained via the reception, staff will respond to the doorbell ascertaining who it is via the CCTV they will then bleep access into the reception and meet them at the inner door where, once signed in by the parents they will make their way through to the playrooms.
- Parents when signing their child in and will also need to annotate the register with the time of arrival and any comments.

## Early collection

- Should a child ever need to leave a session early, this may be done following advance notice to the setting.
- On arrival, parents will need to go to the manned reception area and staff will collect their child and their belongings and bring them to the inner door which will then be released and the child handed over safely to the responsible person. Should the person wishing to collect not be known to staff they will not at this stage be released. (see below for attempted collection by unrecognised person)
- Parents then need to sign the child out of the session via the visitors book and the register will be annotated by the Administrator.

## Collection by an unknown person.

- In the event that any point a person arrives to collect a child that is either not listed on the registration form, not recognised by staff or no advice and information given by parent/carer previously, the following procedure is to be followed:
  - The situation explained and the adult asked to walk around to reception.
  - The child's records extracted and checked for information.
  - If no information available, the parent is to be rung and permission to be granted verbally confirming details of the person to collect. Where a password is found, this is also to be checked.
  - No child is to be released if permission is not granted, all numbers to be tried.
  - Calls are to be made from the office on numbers we have recorded.
  - Alternative arrangements for collection are to be requested if staff not confident of arrangements.
  - Once permission granted, child to be signed out in visitors book and source of permission annotated.



## Collection for out of school and holiday club.

- On early arrival, it will be necessary for parents to ring the bell at the front door and wait for a staff member to bleep them into the reception area where they will be met at the inner door by a member of staff.
- Parents will then need to sign the child out of the session whilst the child/children is brought to them.
- At 4.20 after the children have returned inside and the gate shut, the gates are opened and manned by a staff member who will release children and sign them out. KS1 and Rec will be collected by parents from the small gate off school car park and KS2 from room 1 side gate. Once all collected the gates are locked until 5.20 when the procedure is repeated.
- Year 6 is a period of transition and in order to support the parents in preparing their children, on occasion we may be asked to allow a child to walk home when parent know they will be home, with signed permission we will support this as part of the child's preparation for transfer to secondary school.
- The group would prefer children to be collected by someone over the age of 16 but understand that they need to release the children to all those to whom parents have given consent. However we retain the right to reinforce our wishes for the child to be collected by an adult if we have concerns over the suitability of the person arriving to complete collection.
- Should the person arriving to collect not be recognised by staff they will follow the procedure as above.

**REPRESENTATIVE** – This is a person that the main contacts on the registration form have indicated as having permission to collect. Permission must be given in writing and this may be done either on the initial registration form or by letter on the morning of the required collection.

Where there is an event rendering the Little Meadow building out of action. EG polling day, OSC and B/C will still run operating from the school hall.

The procedures will be the same with slight modification in order to retain the high levels of safeguarding.

All children will be received and released via the school fire door gaining entrance straight into the hall. Parents will not enter the hall.