Little Oaks Pre-School Brackley

Policy for recording arrival and departures from the premises

At Little Oaks we aim to provide a warm, welcoming and secure environment for all children, staff, parents and visitors. Therefore, the below procedures will be followed:

Arrival of Staff:

- The premises will be unlocked by a designated keyholder who will disable alarm and check that it has not been tampered with.
- All staff members are expected to sign themselves, and their phone, in on arrival stating the time of arrival.
- The front door is locked behind each member of staff as they arrive and the key hung up.
- All members of staff are expected to follow the Mobile Phone Policy.

Departure of Staff:

- All staff members are expected to sign out at the end of each working day stating the time of departure.
- If staff leave the premises during the day and later return, they are expected to sign out and back in again.
- The premises are locked and the alarm set at the end of the day by a designated keyholder.

Arrival of children and parents/carers:

- The gate will be unlocked 5 minutes before the beginning of each session.
- All children, parents and carers will be greeted by a member of staff at the door.
- Children have the opportunity to "self-register".
- A designated member of staff will complete a formal register recording the time of arrival for each child and the reason, if known, for any absences.
- A head count is completed, checked against the register and recorded on a laminated wall chart.
- A member of staff will remain on the door until all parents and carers have dropped off and will then lock the exterior doors. A member of staff will make sure that the back gate is locked and the internal doors remain closed until the daily safety checks have been completed.
- All non-Little Oaks children, including siblings, school children and babies remain the responsibility of their parents/carers whilst on site here at Little Oaks. We are not covered by our insurance to supervise any children other than those attending our setting.

Late Arrivals:

- Any child who arrives late must be entered into the register, stating their arrival time and the wall chart must be amended accordingly.
- The above is the responsibility of the member of staff who greets the late arrival in the room.

Departure of Children:

- The door and gate will be unlocked at the end of every session by a designated member of staff.
- Another member of staff will be at the exit door.
- Parents and carers will collect their child from the exit door. The member of staff on the door will hand the child over to the parent/carer who will be known to us.
- A designated member of staff will record the departure times of all children in the formal register.
- Once all children have left the premises then the doors and gates will be locked and the keys stored in a locked filing cabinet.

Early departure of children:

- Parents and carers are asked, where possible, to give prior notice if their child is to be collected early.
- Children will be taken to the after school door for collections from Pre-School and the main door for collection from Play Group, on the arrival of their parent/carer.
- The member of staff who delivers the child to their parent/carer will then record their departure time in the register and amend the laminated wall chart.

Arrival and Departure of Visitors:

- On arrival, visitors are greeted at the front door and where applicable their ID is checked.
- All visitors are asked to sign in using the visitor's book stating their name and time of arrival.
- All visitors are made aware of Little Oaks Mobile Phone Policy, and their phones placed in the office until they leave the premises.
- Visitors are accompanied at all times and never have unsupervised access to any child.
- Visitors are asked to sign out in the visitor's book on departure.
- All keys that are used on the premises are kept locked away in the safe overnight.

Date of Review	**Summary of Changes Made**	**Signed on behalf of the committee**	**Role of signatory**
2015 – 2019	Historic policy reviews	N/A	N/A
February 2020	Include responsibility of non Little Oaks children	N/A	N/A
April 2021	Added reference to Coronavirus Procedure	N/A	N/A
April 2022	Removed reference to Coronavirus Procedures	N/A	N/A
April 2023	None		
June & Dec 2024	None		

November 2025	Added new review table		
DD/MM/YYYY			
DD/MM/YYYY			
DD/MM/YYYY			
DD/MM/YYYY			
DD/MM/YYYY			
DD/MM/YYYY			

Policy effective from November 2015