



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 side, Lunch Club 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.

Lunch Club Arrivals and Departures:

The above procedures also apply to the arrival and departure of all children who attend Breakfast or Lunch Clubs. However, numbers are recorded in the registers not on a wall chart, until their session has started.

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.
- If they do not have an official name badge or tag they are given a "Visitor" badge to wear.
- 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.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed April 12, May 2015, Nov 15, Nov 16, June 17, January 18. Reviewed and amended Feb 19. Amended February 2020 to include responsibility of non-Little Oaks children. Updated Apr 21 to reference Coronavirus Procedures. Updated and amended Apr 22 - removed reference to Coronavirus Procedures. All up to date April 2023