



Arrivals and departures procedures

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff Skylarks Community Preschool are aware of the potential risks and take measures to minimise them.

Arrivals

- Children are greeted at the door with positivity.
- Management team child marks their presence and time of arrival in the register.
- If a child who is expected fails to arrive, this is recorded on register, and the management team contact the child's parents/carers to find out why the child is absent following absence procedure.
- The management team greets the parents/carers and takes time to hear information the parents/carers need to share.
- Always ensure that the parents/carers say goodbye to their child.
- All information shared by parents/carers is shared with all staff members and the child's key person.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting then an incident form is completed and signed by parents/carers and the manager informed for them to make a decision regarding safeguarding.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- The management team always aims to greet parents/carers when they arrive, They hand over the child personally and enter the time of departure in the register.
- Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent/carers. In all cases the setting manager will ask the parents/carers to ensure that in future alternative arrangements are made. If the parent/carers is under 16 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 14 years of age. The risk

assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.

- Educators verbally exchange information with parents/carers.

This procedure was adopted by Skylarks Community (name of
Preschool provider)

On 1st August 2026 (date)

Date to be reviewed 1st August 2027 (date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or
owner)



Kathleen Thomson

Manager/Trustee

Date Reviewed	Changes	Signature