

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Beech Green Nursery



Dropping Off and Collection of children

Policy statement

Children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out the dropping off and collection procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

The following procedure applies to the dropping off of children at the start of each session

8.50am / 12.20pm

- Main gate is unlocked to allow parent / carers access to the waiting area by the Nursery front door.
- At 9.00am Senior member of staff to unlock the nursery front door and remain at door until parent / carers have left and the door is locked. Please note that once the Nursery door is open, the main gate will remain locked until all children are inside.
- Parent / carers enter the Nursery and take their child to their room. (Unfortunately due to lack of space, we are unable to accommodate buggies so these will need to be left outside.)
- Child hangs up coat, gets name and puts it on their chosen drawer and chooses something to play with.
- Parent / carers sign their child in on the signing in sheet in their room.
- Parent / carers exit through the door at the rear of the building where a member of staff will be positioned.
- The main gate will only be unlocked once all the children are in their rooms and the front door is locked.

The following procedure applies to the collection of children at the end of each session

11.45am / 3.15pm

- Main gate is unlocked to allow parent / carers access to the waiting area to the rear of the Nursery building only when all children are in their rooms.
- Children have collected their things ready to leave.
- Senior member of staff to open the back room door and call individual children.

- **PRE-SCHOOL ROOM** A member of staff will be at the bottom of the steps to guide the child to their adult. **Once your child has been handed to you then they are your responsibility**
- **RISING 3's AND 2 YEAR OLD ROOM** A senior member of staff will open the door, call the child and hand them over to their adult. **Once your child has been handed to you then they are your responsibility**
- A member of staff initials register to confirm children have been handed over to the authorised carer.
- If a member of staff is not certain that the adult collecting the child is authorised to do so, either on the registration form or by checking the verbal messages recorded on the daily register, the child will not be allowed to leave. A member of staff will contact the parent / carer to seek clarification. Another member of staff will remain with the child. If staff are unable to contact the parent / carer they will follow the uncollected child procedure.