

EYFS DEPARTMENT

EYFS Arrival and Departure Policy

This Policy applies to the Early Years Department and is published to staff and parents.

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Next review date: August 2025

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Statement of Intent The aim of this policy is to ensure the safe delivery and collection of children being cared for and educated on our premises. We want parents to have confidence in their children's well-being and children to feel safe and happy in the setting.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Staying safe 1.4 Health and wellbeing	2.2 Parents as partners	3.2 Supporting every child 3.4 The wider context	

Procedures

- Parents/carers are requested to bring their children to the Jerningham building except when the children are travelling by school minibus.
- Children arriving into school by minibus will be delivered into the care of a member of the Early Years setting by a member of the bus duty staff.
- Parents/carers are encouraged to bring children in from 08.30 to 09.00.
- The sessions end at either 11.45, 13.00 or at 15.05 except where children are staying for enrichment which finishes at 15.55 or 16.45.
- A member of the school staff will ‘meet and greet’ the children (and parents) at the door at the start of the day and a member of Early Years staff is always available to answer any questions.
- Parents/carers of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from school.
 - The names of those with parental responsibility for the child.
 - Information about any person who does not have legal access to the child.

- Persons who have been recorded on the 'Collection Form' will be permitted to collect children if parents are unable to do so or if they are not present at the normal collection time.
- The School requires the named adults to be over the age of 18 years in order to collect children in their absence or in the event of an emergency.
- The child will not be permitted to leave the setting in the care of a person under the age of 18 years, or a person who appears to be under the influence of alcohol or drugs or who presents inappropriate behaviour towards any member of staff.
- Parents or carers are required to drop off and collect their child at the specified times given unless in exceptional circumstances when prior agreement is given by the Early Years Class Teacher, Deputy Head or the Head of Junior Department.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform school of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect are not able to collect the child, they should provide school with written details of the name, address, telephone number and, wherever possible, a photo of the person who will be collecting their child.
- Parents are informed that, if they are not able to collect the child as planned, they must inform school so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- If a child is not collected at the end of the school day, we follow the procedures specified in the EYFS Uncollected Child policy.