

# *Spilsby Playgroup*



## ***Arrivals and Departures Policy***

***2026/2027***

## **Our Aim**

Spilsby Playgroup will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

## **Arrivals**

- Familiar staff will greet children and parents from the meeting point outside of playgroup. This routine was established during COVID 19 and will continue in order to limit crowds gathering indoors during busy times of day.
- For children needing greater time to settle before they are able to leave their adult independently, a parent/carer will be invited to support their child into the setting.
- Children should arrive at playgroup at their allotted time as booked. Unfortunately, we are unable to allow children entry prior to their session start time as staffing is organised to ensure staff ratios are correct for each session.
- An accurate record/registration form will be kept of all children who attend the Spilsby Playgroup.
- No child will be admitted into the Playgroup until the registration form is complete with all necessary information as identified in the EYFS.
- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival at the playgroup.

## **Departures**

- Parents may collect children at any time during the session.
- We operate a password system.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
- Spilsby Playgroup reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Departure times will be recorded by staff and the staff member's initials recorded on the register.

## **Late collection**

- Late collection of children may result in a charge, for each additional fifteen minutes, unless prior arrangement has been made with the manager/supervisor.

## **Non Collection of Children**

Spilsby Playgroup will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

***Lincolnshire Safeguarding Children's Board customer service centre: Tel. 01522 782111***