



## **RAINBOW PRE-SCHOOL**

Established 1979

Registered Charity No: 1026005

**BAPTIST CHURCH HALL**

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010 (9am-4pm)

### **Arrivals and departure policy**

#### **Arrivals and departure of children and families**

We give a warm welcome and goodbye to every child and family on their arrival and departure, as well as ensuring the safety of children, parents, visitors, employees, volunteers and students.

Parents are requested to pass the care of their child to a member of staff at the door who will ensure his/her safety. The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records and shares any specific information provided by the parents, including the child's interests, experiences and observations from home. If the parent requests the child is given medicine during the day the staff member must ensure that this is shared and that the Medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Parents are informed about these arrangements and reminded about them regularly. Other than the parents or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child, the parent will be contacted.

At departure, staff may share relevant information pertaining to the child's day e.g. child's experiences, meals, sleep time and toileting. The parent must be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box or fridge after the parent has arrived and handed to him/her personally. The Medication policy is to be followed regarding parent signatures.

The preschool will not release a child to anyone other than the known parent unless a prior agreement has been made. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the preschool about the arrangements as soon as possible. If in any doubt the preschool will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the Late collection and non-collection of children policy).

On departure, the staff member releasing the child must mark the attendance register immediately to show that the child has left the premises.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the preschool requires appropriate records to be completed on entry and exit, e.g. in the visitors' book. Please refer to the Supervision of visitor's policy for further information.

### **Arrivals and departures of Staff, students and volunteers**

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building.

### **Adults arriving under the influence of alcohol or drugs**

Under the Health and Safety at Work Act 1974, organisations have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the preschool clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the preschool will investigate the matter and will initiate the Disciplinary procedure, as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the following day and staff should be aware of this, ensuring this is not the case when starting work.

If they are a parent, the preschool manager and/or designated safeguarding lead will judge if the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the Safeguarding children and child protection procedures. If anyone arrives at the preschool in control of a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. must not bring alcohol onto the preschool premises.

Anyone who arrives at the preschool under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately.

If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow.

If they are a parent, the preschool manager and/or designated safeguarding lead will judge if the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the Safeguarding children and child protection procedures.

The preschool manager will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff, Disciplinary procedures will be followed.

If a member of staff is taking medication that may affect their ability to care for children, they must seek medical advice and inform the preschool manager as soon as possible to arrange for a risk assessment to take place. This will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after the children properly.

Any medication on the premises is stored securely, and out of reach of children, at all times.