



Westbury Baptist Pre-school

Arrival & Departure Procedure (Incorporating late collection/uncollected child & lost/missing child)

Arrival Procedure

Please use your allocated entrance which will either be the main entrance on Reedley Road next to the Pre-school sign, the lower garden gate or the upper garden gate.

Pre-school takes place in the Tyndale Hall and doors are unlocked at 9.00am.

One member of staff is on each entrance to greet and check those coming in and lock the door or gate after entry.

The children sit down for welcome time.

One member of staff ticks children off register.

If a child does not arrive at pre-school by 9.20am and we have not been informed, a member of staff will make a phone call to the parent/carer.

If your child arrives after 9.00am please go to the main entrance and ring the preschool doorbell.

Departure procedure

The parents wait outside the main entrance. The children are brought to the main entrance by one member of staff to be collected. The doors are opened at 12.00 noon for the morning session, 1.00pm for the lunch session and 3.00pm for the afternoon session.

One member of staff checks out each child as he/she is collected.

Parents/carers must ensure that Pre-school staff are informed in person/ by telephone/or e-mail of changes to who will be collecting their child/children.

We will only release a child to a person who is 16 or above (unless otherwise agreed by the parent/carer and preschool) who we have been informed will be collecting the child if different to the normal arrangement and who has the password. Passwords are required from anyone other than those listed on the Registration Documents before they can collect any child.

The external doors and the hall doors are shut and locked when the children have left.

The above procedure is also used for children staying for lunch until 1.00pm or the afternoon session until 3.00pm.

If any child is not collected by 12.10pm, 1.10pm or 3.10pm and the Pre-school have not been informed then procedure for late collection is implemented.

Procedure in the event of a child not being collected

If a child remains uncollected by 12.10pm, 1.10pm or 3.10pm and no prior special arrangements have been made, staff will begin to contact parents/carers/emergency contacts on the child's registration form by telephone.

Two members of staff will stay with the child. Staff will not work alone at any time.

20 minutes after the setting has closed, if no contact has been made, staff will contact the Committee Chair/s and/ or Child Protection Officer. The management committee should be contacted in the following order and only notify the next contact if you cannot reach the previous contact. 1. Becca Finamore, 2. Anne MacFarlane. Staff will continue to keep them advised of the situation.

Incidents will be recorded by the Preschool Manager and discussed with the parent/ carer at the earliest opportunity.

If we have passed the incident onto any other agency, we will ensure that the agency concerned is given all assistance in pursuing any investigations.

The setting will notify Ofsted as soon as possible and within 14 days.

If the staff have not been able to contact the parents/carers or emergency contacts and a child has not been collected by 12.45pm, 1.45pm or 3.45pm depending on which session they are attending, staff will in accordance with Ofsted guidance notify the Police and Social Services.

Late Collection fee

If a child is not collected at the agreed time of collection (either 12pm, 1pm or 3.00pm) then the Pre-school needs to be informed.

If the Pre-school has not been informed and the child is not collected within 15 minutes of the agreed collection time, then a late collection charge of £6.50 will be required. If the child has still not been collected a further £6.50 will be payable for every 15 minutes thereafter. If the child isn't collected within an hour then the police and social services will be notified.

Procedure in the event of a child becoming lost/missing in the pre-school and immediate vicinity

The following steps should be taken:

Two staff members will be nominated to search for the child.

One staff member is to make a thorough search **inside the building**.

The second staff member is to make a thorough search **outside the building and the immediate vicinity. This search should take place for 5 minutes.**

At least one member of staff should stay in the Tyndale Hall in case the child returns and to monitor the searches.

If after a thorough search the child is not found the following should be contacted.

The Police – 999

The child's parents/main carer or recorded contact name. (See Register and Registration Form)

Searches should be continued and any Police instructions followed.

The incident should be reported to the Committee Chair/s and the Nominated Person as soon as possible (the nominated person is Becca Finamore). A decision will be made by the Preschool Manager as to whether Ofsted should be informed. An incident form should be completed as soon as possible.

Please also refer to the **Educational Visits policy** for the 'missing child' procedure

Contact information:

Co-Chairperson – Becca Finamore	0117 9093449 07835 508917
Co -Chairperson – Anne MacFarlane	0117 3295209 07928 309700
Management Committee Child Protection Officer – Anne MacFarlane	0117 3295209 07928 309700
First Response	0117 903 6444
Avon & Somerset Police (non-emergency calls)	01275 818181
Ofsted	0300 123 1231

Emergency Duty Team /Out of Office
Hours

01454 615 165

Monitoring

This policy is reviewed annually. Please see the policy review schedule in policies file for date reviewed and signatory.