

# **SAFEGUARDING & WELFARE REQUIREMENT: CHILD PROTECTION**

## **1.4 Drop Off and Collection**



### **Policy Statement**

Children's safety is a high priority during the busy drop off and collection periods. To ensure that the children are kept safe, all St John's Playtime Pre-School staff use the following procedures.

### **Procedures**

- Parents/carers are to enter St John's Playtime Pre-school via the main entrance using our intercom entry system. Access will only be permitted by pre-school staff members.
- A member of staff will stand on the door to let parents and children in and out of the premises
- Outside of designated drop off and collection times, the main door will remain locked. If entry is required outside of these times then the intercom system must be used to ensure a pre-school staff member is in attendance to allow entry.
- A registration system is used each session by a supervisor or nominated staff member and each child will be signed in and out of the premises.
- Parents/carers must inform staff as to who is collecting their child if they are unable to (this person must be authorised on the Registration Form). Parents also need to inform staff if their child is being collected by a different appropriate adult.
- A password procedure is in place and any authorised adult or different appropriate adult will be asked to provide the security password set in place. The child will only be released to the adult on confirmation of the password.
- Staff will ensure that children will only leave the pre-school with an authorised adult.
- Children remain the responsibility of the parent/carer during drop off and collection times.
- Staff ensure parents are aware that no other parent or any other person should gain entry following themselves and must gain entry by individually using our intercom entry system.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 20<sup>th</sup> October 2014.**

**This policy was reviewed on: March 2021**

**This policy will be reviewed again on: March 2022**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:**

**Chris Coyle**



**Role of Signatory:**

**Committee Chairperson**