



# Ladybird Forest Pre-School



## Safeguarding and Welfare Requirements: Child Protection

### 1.5 Drop Off and Collection

#### Policy Statement

At Ladybird Forest Pre-School our Drop Off and Collection Policy is designed to ensure the safety of our children and staff.

#### Procedures

##### *On Arrival*

On arrival parents/carers must:

- Wait patiently outside until the doors are open.
  - For Morning and Afternoon sessions wait outside their designated classroom Bumblebee, Caterpillar or Butterfly room.
  - For Lunch Club wait outside Caterpillar room.
- Support the child, if required, to enter the setting.
- Inform practitioners of any information they may need to know/changes to pick up schedule etc.
- Practitioners will then sign children in on the register and note down any personal information in the communication book (if required).

##### *On Departure*

On departure parents/carers must:

- Wait patiently outside their child's designated classroom.
- Support the child, if required, to exit the setting
- Ensure the child has all their personal belongings with them.

##### *Change to Person Collecting Child*



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- When a child commences at Ladybird Forest Pre-School, the parent/carer will be asked to supply a password for that child. This password will be used if a person who is not the usual parent/carer or authorised person (adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent) collects or drops off that child and is unknown to the Pre-School staff.
- On occasions when parents/carers or authorised persons, are aware that they are not able to collect the child, the **parent/carer** must inform us of the name of the person who will be collecting their child and we will agree with the parent/carer how the identity of the person who is to collect their child will be verified which will include the person using the **password** supplied by the parent/carer.
  
- If the person collecting is unsure of the password, then the parent/carer will be contacted to authorise the collection.
- Legally if a parent has parental responsibility for a child, then the parent cannot be prevented from collecting that child.
  - If a parent with parental responsibility states that they do not wish the other parent (who also has parental responsibility and is known to the setting) to collect that child, then unless there is a legal reason or Safeguarding issue preventing the child being collected by that parent, the Pre-School cannot abide by their wishes and that parent will be allowed to collect the child.
  - If a parent with parental responsibility states that they do not wish the other parent (who also has parental responsibility and is **not** known to the setting) to collect that child, then unless there is a legal reason or safeguarding issue, of which the Pre-School has been made aware of, preventing the child being collected by that parent, the Pre-School cannot abide by their wishes and that parent will be allowed to collect the child provided that they know and supply the password.
  - If a parent with parental responsibility states that they do not wish the other parent (who **does not** have parental responsibility and is known to the setting)



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to collect that child, the Pre-School will abide by their wishes and that parent will be **not** allowed to collect the child even if they know and supply the password.

### **Security**

If a member of staff is required to leave the building, then they can do so via one of the fire doors in the playrooms Caterpillar Room, Bumblebee Room, Butterfly Room, kitchen / staffroom. Access to the building may be regained by knocking on one of these fire doors. Ladybird Forest Pre-School Staff must only open these fire doors to known staff members, parents /carers and known visitors.

If a member staff must exit the building, they must ensure that the door is secured behind them.

### **Visitors**

- Visitors to Ladybird Forest Pre-School should only be admitted by a qualified member of staff.
- Any unqualified member of staff must be supervised when admitting visitors.
- Visitors should NOT be admitted by:
  - Students or Volunteer Helpers (e.g. parents).
  - Other Visitors to the setting.

Visitors will be reminded that they are not permitted to use mobile telephones or media equipment whilst on the premises and that such devices must be placed in the office.

### *Visitors Arriving When the Door is Locked*

Visitors to the setting should enter via the Caterpillar room door and should only be admitted by a qualified member of Ladybird Pre-School Staff. The member of staff should follow the following procedure:



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- Identification should be checked prior to the door being opened.
- The visitor should be asked to sign in the Visitor's Book
- The visitor should not be left unattended whilst in the vicinity of the children during the visit.
- When leaving, the visitor should sign out in the Visitor's Book.

## *Visitors Arriving When the Door Is Unlocked*

If a visitor arrives after the children have started playing in the outside area, then the visitor's identity will be checked prior to admittance through the gate. Dependant on staffing numbers, the visitor will either be escorted inside, or a member of staff inside will be contacted to come and meet the visitor and escort them inside.

## **Relevant Ladybird policies:**

- 1.2 Safeguarding Children and Child Protection
- 1.4 Uncollected Child
- 1.7 Online Safety (incl. CCTV, Camera, Mobile Phones and Smart Devices)

<b>This policy was reviewed by</b>	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
<b>Date of review</b>	13 <sup>th</sup> January 2024
<b>Date for next review</b>	13 <sup>th</sup> January 2025
<b>Chair's signature</b>	