

Arrival and Departure Policy and Procedure

Document and Version Control

Policy Title	Arrival and Departure Policy and Procedure
Effective From	Summer 2025
Policy Owner	Regional Manager
Policy Approver	Board of Directors

Version	Date	Amended by:	Comments
1.0	July 2019	Sharon Shilling	Issued
2.0	July 2020	Sharon Shilling	
3.0	Summer 2021	Sharon Shilling	Added equality statement and generalised the procedures for all OPOJ provision. Changed title to include procedure
4.0	Summer 2022	Sharon Shilling	No changes
5.0	Summer 2023	Sharon Shilling	No changes
6.0	Summer 2024	Sharon Shilling	See highlighted notes
7.0	Summer 2025	Sharon Shilling	No changes

This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

Purpose of this policy:

To ensure all parents/carers and staff are aware of the procedures undertaken by Our Pride Our Joy at our Academy settings regarding the safeguarding of children at specific times during the day when children are arriving and departing from the setting.

Aims

To ensure parents/carers/children and staff feel safe in the knowledge that the children in the nursery and care club will always be safe and secure.

School Nursery

All Our Pride Our Joy nursery children and their parents/carers arrive and wait at the nursery gates/playground area.

A member of staff will open the gate/door to allow children to enter to the nursery at the appropriate times.

A member of staff will always stand at the classroom entrance to welcome the children and ensure their safety once they have said goodbye to their parents/carers.

Once most of the children are present, the outside doors and gates are closed in line with the Academy guidelines.

Parents arriving five minutes later than their expected time must enter the school building via the main reception. Office staff will then notify the nursery, and a member of staff will walk to the entrance area to meet and greet the child/ren. For our settings where the Nursery operates from a separate building on the Academy site, parents must phone the nursery to gain access.

At the end of the session, parents/carers wait at the nursery gate/in the nursery outdoor area. Once staff have opened the gate/door, they can see the nursery children out one at a time and hand them over to their respective adults.

If a child is not collected, the child will remain with familiar staff in the nursery whilst another member of staff calls the parents.

If an adult arrives to collect a child who is unknown to the staff either the identified password must be provided and/or clarification must be sort from the parent before the child can leave.

Our Pride Our Joy also use photo ID for adults who may be expected to collect the child/ren at any point. These forms are kept in the child's file and can be checked if required.

Care Club

Entrance to school for breakfast club will be in line with localised plans.

Parents must sign the register with a member of staff at the door before leaving their child/ren.

To collect from after school club parents will need to follow the localised plans to gain access to club. Parents should sign their child/children out on the register. If someone unexpected arrives to collect a child, staff always check with another member of staff first. If you are still unsure you must check with parents before allowing the child to leave.

At Our Pride Our Joy we also have a password system whereby the main carer supplies staff with a password to be used in an emergency, if someone other than the usual adult is to collect the child.

Our Pride Our Joy also use photo ID for adults who may be expected to collect the child/ren at any point. These forms are kept in the child's file and can be checked if required.

Please note that due to the nature of Holiday Clubs where children may attend at a different school with staff unknown to them, the above procedures are followed also.

A CHILD'S SAFETY IS OUR FIRST PRIORITY

In the case of a child not being collected, the respective policy and procedure will be followed.

Visitors Protocol

ALWAYS

Ask for a form of identification (e.g., I.D badge)

Ask all visitors to sign in and to wear a visitor's badge whilst on the premises.

Staff Protocol

- Staff must always wear their I.D badge.

- Staff must enter and exit the school building through the main entrance door where they sign in and out of the building.
- Staff must store personal belongings in a locked cupboard and **not** access their mobile phone **at all** whilst working with the children either in Nursery or Club.