



## **Panda Playgroup**

Howell Hall, School Lane, Copmanthorpe, YO23 3SQ

Member of the Early Years Alliance

Ofsted Setting Number EY 501461

Registered Charity Number 1035584

## **Safeguarding Children**

### **Arrival & Collection Procedures**

#### **Policy statement**

At Panda Playgroup our procedures for arrival and collection are in place to ensure the safety of children during the session.

The registration process enables us to ensure we have the correct adult to child ratios, check that everyone is safe in the event of a fire, lets parents/carers can see who has visited during the session and ensure that children are only collected by the appropriate person. If a parent/ carer is denied access to a child through a court order, the Manager must see a copy of this as soon as possible.

#### **Procedures**

##### ***Panda Playgroup: Arrival***

- Children and parents are not allowed on the premises before 8:30 am due to insurance restrictions.
- At 8.25 am a member of staff will open the door to welcome both parents and the children.
- Parents/Carers are welcome to stay with any child who is reluctant to settle for a period of time they feel is necessary to help the child feel settled, staff members will assist in making the child feel welcome and included and will do what they can to ease any distress when a parent leaves. If a parent is to stay, then they **MUST** sign in as a visitor.

##### ***Panda Playgroup: Collection***

- Panda Playgroup morning sessions finish at 12 noon, Lunch club finishes at 12.30 and afternoon sessions end at 2.30pm. (3pm from September 2022). However, parents/carers can collect their child earlier than this, although we appreciate prior notice if possible and a full session will be charged for.
- If collecting early, parents/ carers must use the front entrance and ring the bell.
- Parents are welcome to speak to staff about the sessions and raise any queries they may have.

- At least one member of staff will remain at the door to prevent children leaving without an adult who has come to collect them.
- If someone who is unknown to the staff or someone who is not included on the registration form is going to collect a child parents must tell the Playgroup Manager or another member of staff who will be collecting them, either verbally or in writing. If the person is not known to the staff parents should let the person picking up the child, the stored password to use when collecting the child.
- Uncollected children are looked after, and matters dealt with in accordance with the Uncollected Children Procedure.

### ***Sticky Mitts and Baby & Toddler Sessions***

- Children and parents/carers are asked to register and prebook sessions half termly.
- Occasional visits may be possible but should be arranged in advance. Email [pandaplaygroup@hotmail.co.uk](mailto:pandaplaygroup@hotmail.co.uk)
- Doors will be open at 9:45 once the hall; has been set up.
- Parents are free to join or leave the session at any point between 9.45am and 11.15am, although the full session fee still applies.
- The session leader will keep a register of attendance.
- Parents/Carers or a responsible adult must stay with their child(ren) throughout the time the child is attending the session.

**This policy was reviewed and updated March 2022**

