

Sedgeberrow Playgroup

Arrivals and Departures

Sedgeberrow Playgroup recognises that the safe arrival and departure of the children in our care is paramount.

The Session Leader will ensure that an accurate record is kept of all children in the Playgroup, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the Playgroup and will record the child's attendance in the daily register. We also operate a self registration where the children put their named pictures on the display board. A member of staff stays on the entrance door until all parents have left then a formal register is taken.

Departures

- Children can only be collected by an adult (over 18) who has been authorised to by completing a collection from playgroup permission form.
- The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Playgroup if they will be late collecting their child. If the Playgroup is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the Playgroup in advance.
- The Playgroup will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support in accordance with **Safeguarding / Child Protection** policies.

This policy was adopted by: [Sedgeberrow Playgroup]	Date: 30.08.2017
To be reviewed: 30.08.2022	Signed: C.Malin

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Suitable Premises, Environment and Equipment.*