



Early Years Drop off and collection procedures.

Roles and Responsibilities

To ensure that roles and responsibilities are fully understood by all members of staff within the Early Years Department the following should be in place:

- A clear understanding of the deployment of staff for the start and end of sessions.
- Staff are certain of their role and their responsibilities
- Staff understand the procedures for the beginning and ending of sessions in relation to staff deployment and are consistent in implementing the responsibilities attached to the role

Consistent systems are implemented e.g.

- A member of staff (who is permanent, not a student) based at the Early Years gate who is responsible for welcoming the children and taking short messages.
- A dedicated members of staff to be responsible for supervising the children in the outside area.
- If a parent should require an urgent discussion, parents/careers should be requested to wait until the members of staff are free from their initial duties.

If a parent wants to meet with a member of staff

- If parents would like to speak to a member of staff about something particular, parents should not stand around talking at dropping off and collection time. They should arrange a time with the member of staff or make an appointment with the secretaries.

Procedure for dropping off a child.

While children are at school, we shall do our utmost to provide a secure environment. Therefore, it is also very important that our procedures for dropping off and collecting children are followed by all people collecting a child.

- The gate by the sports hall is open from 8.30 until 9.00 for children from Early Years, children will walk up to the Early Years gate where a staff member will be there to greet them.
- If a child arrives after 9 o'clock the parents should go down to the gate by the sports hall and ring the bell, which will be opened for them. They should then bring their child to the Early Years gate and ring the bell and wait for a member of staff to collect the child. Parents are unable to enter the department and should say goodbye to their child at the gate.
- Parents need to ensure that they always hand their child over to a member of staff.
- A member of staff will mark the child arrival into their register.
- To relieve congestion, we ask parents not to stand around talking in communal areas.
- Parents should inform staff of any change of collection time or person collecting their child, as well as any issues regarding the child's wellbeing that will be relevant to the day ahead.
- Parents should inform us of accidents and incidents even if there isn't a mark, so we can observe the child throughout the day.
- When parents are ready to leave, parents should always say goodbye to your children.

Procedures for a child who is distressed

- One person to have the responsibility of talking with the parent. This person would be the person supervising children
- The parent asked to stay for a short while with the child until the other children are settled and both staff are within the class
- Once the second member has secured the class then there is the opportunity to discuss the problem with the parent, console the child and reassure the parent that the child will be OK offering to phone the parent to confirm this.

Procedures for picking up a child. (PLEASE SEE COLLECTION POLICY)

- The Early Years gate is open from 2.45 until 3.05, where a member of staff will monitor the gate.
- Parents go to the relevant classroom and make their presence known to the staff.
- Parents may enter the classroom to help their child but not congregate at the entrance of the classroom.
- Parents must inform a member of staff when they are taking the child.
- If a child needs to be collected before 2.45 the parents need to ring the bell at the gate at the side of the sports hall, which will be opened for them. Parents should then come up to the Early Years department and ring the bell and wait for a member of staff to bring their child to them.

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