

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development, empowering them to reach their full potential



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09 Early years practice procedures

09.06 Arrivals and departures

Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff are aware of the potential risks and take measures to minimise them.

Arrivals

- Children and their families are always greeted into the setting by management at the door and staff members on the carpet.
- Management will sign each child into the register upon arrival recording the time they enter the setting.
- If a child who is expected fails to arrive, we follow procedures stated in **09.2 Absence**.
- As soon as reasonably possible the key person greets the child individually (physically) and tunes in to how he or she is feeling and prepares to meet his/her needs for the rest of the session.
- If the member of staff receiving the child is not the key person, the member of staff will hand over the information shared by the parents to the key person when they arrive.

Injuries noted on arrival

- If a child is noted to have visible injuries when they arrive at the setting procedure **6.1 Safeguarding children young people and vulnerable adults** is followed.

Changing shifts and handing over information

- The key person shares information with the back-up key person(Buddie), in this way they ensure that all information is passed on to the parent in the key person's absence.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- The member of management on the door always aims to greet parents when they arrive, ensuring that the person who has arrived to collect the child is a parent or named contact on the child's registration form and authorised by parents to collect. They hand over the child personally and enter the time of departure in the register.

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- Only persons aged over 18 years should normally collect children. If a parent has no alternative, then this is agreed with the setting lead practitioner and a risk assessment completed and signed by the parent. In all cases the setting lead practitioner will ask the parents to ensure that in future alternative arrangements are made. If the parent is under 18 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 16 years of age. The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.
- Staff verbally exchange information with parents about the child's day.
- If someone other than the key person is with the child at the end of the day, the key person should pass general information to the other staff or write a note for the parents. Confidential information should be shared with the setting lead practitioner to pass on.