



Greatstone Primary School

Arrivals and Departure Policy

Author(s):	Kate Bovingdon
Date:	December 2025
Review Frequency:	Every two years
Review Date:	December 2027
References:	Statutory Framework for the EYFS (September 2024)
To be read in conjunction with	Foundation Stage Policy Keeping Children Safe in Education
Key contact personnel	Designated Safeguarding Leads: Mrs Kay (Head of School), Mrs F Roberts (Deputy Headteacher) Hannah Ferris (Lead DSL), Kate Bovingdon (DSL and Early Years Lead/Senco and named Governor with lead responsibility).

Arrival and Departure Policy

Purpose:

The safety and wellbeing of every child is our top priority. This policy outlines the procedures for safely dropping off and collecting children in a childminding setting, ensuring that only authorised adults are allowed to collect and that transitions are calm, secure, and consistent.

Policy Statement:

At Greatstone Nursery, we aim to provide a smooth and secure transition for children at the start and end of each day. We work closely with parents and carers to ensure clear communication and alternative safe handovers and arrangements are made if and when necessary to ensure we are meeting the needs of all families.

Drop-Off Procedures:

- We ask that children arrive to the setting with everything they need for the day, including a water bottle, suitable clothing, sun cream in warmer weather, a spare change of clothes and any nappies and wet wipes required for the day.
- Parents/carers must inform me of their child's expected arrival time each day. We ask that parents try and follow our session times to ensure children gain the full experience of the day and lunches can be ordered from the kitchen promptly if needed.
- Parents will be greeted on the gate by a member of the Senior Leadership Team and must then be brought to the door and handed over to a member of staff — never left to enter alone. Parents are more than welcome to enter the setting in order to settle the children and collect at the end of the day.
- All children will be greeted warmly and supported in settling in for the day.
- Any relevant updates (e.g., illness, sleep, or change in routine) should be shared at drop-off, face to face or via email prior to the start of the day.

Collection Procedures:

- Parents and carers are welcome into the setting in order to discuss their child's day and to help prepare them for home.
- Only authorised adults, as named on the child's registration form, may collect the child. Children will not be released to any adult not listed on registration forms and will be held until parents can be contacted.
- If someone different is collecting, parents must inform me in advance and provide:
 - The adult's full name
 - A password (pre-agreed on the registration form)
 - A description or photo if preferred.
- In the event of a delay, which is understandable at times, parents must contact the setting as soon as possible and children can be booked into the After-School Club should it be needed.

Late Collection:

- We understand that delays can happen. However, repeated or significant lateness may result in a late collection fee as outlined in the contract.
- If no contact is made within 30 minutes of the expected collection time, and no alternative arrangements have been agreed, I may need to contact:
- Emergency contacts provided by the parent.
- Local authority children's services, if the child remains uncollected and contacts unreachable.

Arrivals and Departures Record:

- Daily records of the times each child arrives and leave the setting.
- This supports safeguarding and may be reviewed during inspections.

Unexpected Situations:

If an unauthorised person attempts to collect a child or if I have safeguarding concerns about a collection, we will:

- Keep the child safely in my care
- Contact the parent immediately
- Follow safeguarding procedures

Policy Reviewed: December 2027 or sooner if there are changes in guidance or in the needs of a family we work with.