



The Play Den

29 Safeguarding and Welfare Requirements

HAND-OVER PROCEDURE

To ensure children remain safe during the transition from carer to setting and visa-versa, we have procedures in place to safeguard young children from harm. **(Safeguarding and Welfare 3)** We record the time of arrival and departure.

If your child has required medication or has had an accident whilst in our care, we record this in the relevant book and ask you to sign this at collection to evidence that you have been informed.

We operate a password system and only authorised adults are able to collect your child. We will check the adults name on the register and then request the password. **Your child will not be released to any adult not authorised or who does not know the password.** If you wish to update the adults or passwords, you must do so in writing such as via email or in person. We will not accept texts or phone calls as we are unable to authenticate who is making the request.

Any periods when staff may be in 'sole charge' of your child (for example when going for walks or on the school run) are recorded along with the times of the 'sole charge' period and who was responsible during this time. Only members of staff who hold a level 3 qualification (or above) and a valid paediatric first aid certificate are able to be in sole charge of children. **(Safeguarding and Welfare 3)**

PROCEDURE

- Upon arrival to the setting **please ensure you close the gate and front door behind you**
- **Under no circumstances should children be left in reception unattended by a parent or carer**
- Parents and carers are advised to press the relevant 'room' intercom. N.B. Between 7am and 8am this is always 0-2's room.
- Staff will come through to reception and request you take your child to their room and assist them to find their name, remove their shoes and hang up their coat and bag.
- Staff will record the arrival and departure times on the register
- **Please do not allow your child to run inside the setting.**
- **Pre-school** children arriving or departing at 9am, 12 noon and 3pm should be dropped off/collected from the side entrance. We will open the gate shortly before these times to enable entry
- Wherever possible, key staff members (**Safeguarding and Welfare 3**), or another member of your child's room, will escort your child to the front, hand over your child.
- **Please advise us in advance if you would like to collect your child earlier than the session time to avoid disruption to other children.**
- The staff member will check they know the adult. In the event the adult is not recognised, the staff member will request the name of the collecting adult and the password. The child will remain in the care of The Play Den staff until the file has been checked for authenticity. **The child will not be released to an adult not authorised to do so, or who does not know the password.**

If your child requires prescribed medication to be administered whilst in our care, please allow a few minutes upon arrival to enable staff to complete the details of the medication (**Safeguarding and Welfare 3**). **Please ensure the medication is in the original packaging as we are unable to give medication without the vital information recorded on the box.**

We request you are swift in your drop off and collections to ensue minimal disruption to children's learning and assists children to quickly settling in the setting.

Drop off and collection times must be swift to ensure staff return to the nursery rooms promptly. Whilst quick updates are acceptable, these times are not for lengthy updates or discussions about your child's day.

Alternatively, you can request an appointment with any of the staff at any time by emailing info@theplayden.co.uk

Your patience is appreciated to ensure the safety and welfare of all the children in our care.

This policy was produced on 6/12/16 and last updated on 13/4/19