

ARRIVAL AND DEPARTURE PROCEDURE

In partnership with parents and carers, Gen. Anders Polish Saturday School in Bristol has a duty of care to maintain safety and welfare of all children who access its services. This is considered throughout all sessions beginning when the child arrives, continuing until they leave at the end of the session.

1. Children: Arrival

- When the children arrive, staff should welcome them on the school ground (all age groups) and then into school through the main entrance, side entrances, and separate entrance in nursery and make both the children and the parent/carer feel welcomed. Parents/carers could be invited to remain in school whilst the child settles only in nursery class.
- The child should be shown into the cloakroom and encouraged to put their belongings on a peg.
- The child should then be accompanied into its own area of school.
- The child should be encouraged to wave/say good-bye to his/her parent/carer.
- It is imperative that parents have the opportunity to communicate essential

information to school staff to ensure the needs of the child are met and ongoing development is supported from home into school. Extended impromptu discussions with parents should be avoided however, if sufficient staff are unavailable to maintain ratios at this time. Where parents express the need to have lengthy discussions with staff regarding the ongoing support and development needs of their child, a dedicated appointment time with the key worker or school teacher should be identified. This should also apply when children are collected.

- As the child arrives in his/her area of school, their time of arrival should be recorded on the register by the class teacher.

2. Children: Departure

- As parents/carers arrive for their children, care must be given in ensuring that all the child's belongings are given to the parent/carer.
- Parents collect children directly from the school ground, children leave in the same order as they arrive in classroom. Teachers to get their class outside to the

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school grounds and children are collected by their parents.

- Parents/carers should be asked to sign necessary forms or documents. This may include a daily report, accident forms, medication forms, invoices etc.
- Staff should dedicate time to discuss the child's profile with parents/carers and should outline observations made of the child's activity throughout the course of the session. Any necessary information regarding the child's welfare and care needs should also be provided.
- Ensure that all personal belongings, including medication, are given back to the parent/carer
- Ensure the child is signed out on the register.
- Staff should say good-bye to the child and the parent