**Arrivals and Farewells**

**Children**

All Pre-School premises have a high chain, integral locking or hooks on the doors which are always in place when the children are in the rooms.

All children will access Pre-School through the office into the classroom.

In the mobile access is through the cloakroom into the room.

As each child arrives they are welcomed by a member of staff in the cloakroom at school and in the mobile.

They are ticked off and time recorded in the register at the time of arrival.

If a child is collected early, they will be timed out when they leave.

At the end of the morning and afternoon session, parents / carers go into the classroom to pick up their child and can have a conversation with their Key worker or another member of staff if the key worker is not there.

**Staff, Students and Apprentices**

All staff will be signed in the time they arrive and leave.

All mobile phones to be kept in Lorraine’s desk drawer.

Signing in sheet is kept on stationery cupboard in the office.

**Parents & visitors**

Parents who are coming to stay will be expected to sign in and out, and read safeguarding sheet.

The record sheet is on the inside of the door leading to the classroom or in the visitor’s book.

Visitors will be expected to sign in and read safeguarding sheet

No mobile phones to be used in pre-school, signs are visible on outside door. Parents using a mobile phone will be asked to turn it off.