

Written by: Sheila Barker

Date: 23rd July 2020

To reflect changes to our risk assessment relating to coronavirus and the Government's social distancing rules, the following Arrival and Departure Procedures will be implemented for all children and parents/guardians with immediate effect:

Arrival Procedures

- Please queue, socially distanced, down the access path and to the front door.
- Stand back from the door so we can see you, giving us a safe 6ft distance. The access bell has been covered over, and so you may need to knock to draw our attention to your arrival.
- We will open the door and invite you and your child to come inside – please prepare your child for this change.
- You will be asked – are you and any of your immediate family members feeling healthy? Do you currently show any symptoms of coronavirus? Please answer honestly to keep everyone safe.
- We will take the temperature of you and your child, without any contact, and, if you show a high temperature, you will be asked to return home with your child and contact NHS111. If your temperatures are within the normal range you can move forward into the cloak room area.
- Please explain to your child that they cannot bring toys from home at this time.
- You will be responsible for removing your child's coat, which will be placed on their named coat peg. (the virus can live on surfaces for up to 72 hours).
- You and your child will be required to clean their hands using the infra red sensor pump antibacterial hand gel station at the main room entrance.
- Your child's arrival time will be recorded on the daily register.

****If your child is ill, keep them at home – please do not ask us to make doorstep decisions**

****Keeping in touch:** if you have any information to share with us, you are welcome to ring us or use Facebook or email. You will need to inform us about, for example, anything related to your child's learning, development, current interests or progress **and** accidents, injuries or incidents at home.

Departure Procedures

- Please knock on the door; if this causes stress for some children, we might ask you to change this to 'ring as you arrive' – we will monitor the children's reactions and let you know.
- Stand back from the door so we can see you, giving us a safe 6ft distance.
- Maintain 6ft distance from other parents, waiting in a socially distanced queue when necessary.

- When you come through the door you must pick up your child's coat and other belongings and bring it into the main area, where you can collect your child and exit through the soft play area gate. Please ensure your child does not run off around the playground unsupervised.
- We are not able to send your child's artwork home at the moment following government advice, but we will update our Facebook site regularly.
- We will have a very quick chat with you if time and circumstances allow – we are not ignoring you if we excuse ourselves and stay with the other children in our care.
- Your child's departure time will be recorded on the daily register.

In an emergency

If you fall ill during the day, you might need to send someone we haven't met before to collect your child. If we do not know the person who has arrived to collect your child, we will ask them for a password, agreed with you in advance; if they cannot provide the password, they will not be allowed to collect your child from us – **this is a safeguarding requirement.**

Contacting us

We will continue to send photos to our Facebook page, but we know that you might feel a bit disconnected if we are not available to chat with you at the start or end of the day. Our procedures have changed following health and safety advice to keep everyone safe, but we still want to be here for you.

**If you need to speak to us, we will be available on the phone (01952 299979) between 8.00a.m. and 3.30p.m.

Please help us by preparing your child for these changes.

If we get this in place from day 1, we can focus on your child – not the virus – during drop offs and collections and help them to understand the new routines.

This policy was adopted by : - Priorslee Pre-School

Signed on behalf of the provider.....

Name of signatory : - John Barker

Role of signatory (e.g. chair, director or owner): - Chairperson

Date: - 23rd July 2020

