



DULWICH PREP LONDON
Values & Academic Excellence since 1885

EARLY YEARS - ARRIVALS, DEPARTURES AND LATE COLLECTION PROCEDURES



Person responsible for these procedures

Ruth Burtonshaw, Head of Early Years

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EARLY YEARS - ARRIVALS, DEPARTURES AND LATE COLLECTION PROCEDURES

I. START OF THE DAY

Rainbow Club, which is run by the Early Years staff, starts at 7:30am. Most children for Rainbow Club arrive between 8:00am and 8:30 am. The Early Years department is open for all pupils from 8.50am. Children and their parents / carers enter the site through the main gates on Gallery Road. Most children enter their classrooms from the classroom back doors, except for Blue and Green Classes which normally use the main entrance. Here they are greeted by their class teacher and / or early years practitioner. There are staff on the main gates and in the school office.

Class teachers take the school register using iSams at 9:10am. The Early Years Receptionist oversees the registers, checking them each morning and afternoon and altering the register as appropriate e.g. if children arrive late or are ill etc.

2. END OF THE DAY

At the end of the day the gates are opened at 14:50pm for children to be collected. There are staff at the main gates to monitor people entering the site, and also checking that children are leaving with an adult.

Children are only allowed to go home with parents or an 'authorised adult'. The only exception to this is if the School has seen Court Order paperwork stating a parent must not have access to a child. No sibling or other person under 18 may pick up a child.

Parents fill out an online form giving details of regular pick up arrangements that they have made for their child (e.g. nannies, grandparents or shared journey arrangements between families). They also give a password which can be used by adults collecting the children who the staff do not know.

We ask parents to notify us in advance with details of any other adult who is due to collect their child by emailing earlyyears@dulwichpreplondon.org.

- The office staff will say the person needs the password, and they will also ask for a description or photo to be emailed to earlyyears@dulwichpreplondon.org.
- The information will also be passed onto the staff on gate duty.
- Unknown adults who pick up will be asked to identify themselves at the gate and they will then be shown to the office. The office staff will ask for the password and accompany them to the relevant class and introduce them to the key workers, saying they have identified the person who has given them the password.

At the classroom doors it is of utmost importance we correctly identify the person picking up.

If we do not recognise the adult we:

- Ask for a password which has been given to us by parents.

- Endeavour always to have two adults assisting with dismissal from a close distance.
- Ensure there is a conversation at the door so we check voice recognition - we tell the person collecting about the child's day, 'next steps' etc.
- When parents' faces are covered, for example by hats and masks, and if acceptable, ask them to remove clothing covering their faces.

Children of this age need the security of being able to rely on being collected on time. Rainbow Club finishes at 17:00pm. There is a provision for Early Years children to go onto @38 (see separate brochure). Early Years children who arrive at 7:30am must be collected by 17:30pm and those who are dropped off at 8:00am must be collected by 18:30pm.

3. LATE COLLECTION AND NON-COLLECTION

When a child has not been collected at the end of the session or school day the late collection notification procedure is implemented. It is the Early Years department policy that the child will be looked after by staff until they have been collected.

In the instance of a child not being collected after a reasonable amount of time (15 minutes), the following procedure will be initiated by staff:

- Children will be taken to Rainbow Club while staff try to contact the parents/carers.
- If parents/carers are unobtainable, all contacts, including emergency contacts are telephoned repeatedly until arrangements for collection are agreed and the child has been collected.
- The staff will inform the Head of Section (HoS) or another senior member of staff on duty if a child has not been collected.

If, after Rainbow Club ends at 17:00pm, the staff are still unable to contact any parent/carer, the child will remain in the Early Years building. There will be at least two members of staff present until the child is safely collected either by his/her parents or a carer. During normal operating times, staff ratios must be met and planned for accordingly. If after 18:00pm the Early Years staff are still unable to contact parents they will communicate with SLT for advice and if necessary call Social Services. In this situation a report will be written.

The Dulwich Prep London staff do not take pupils home with them.

Depending on circumstances, the School reserves the right to charge parents for the additional hours worked by staff.

This procedure is reviewed at least annually and more frequently if required.

Statutory Framework for the EYFS 09/2021