

ARRIVALS AND DEPARTURES POLICY

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 with immediate effect:

Arrivals Procedure

- Please pull up in front of my bay window, where possible. I will keep an eye out for your vehicle through the window. In the event that I don't see you, I would encourage you to call my mobile phone to alert me that you have arrived. I would discourage use of the doorbell to protect you from cross contamination.
- Stand back from the door so I can see you, giving us a safe 6ft/2m distance.
- In the event of more than one family dropping off at the same time, please maintain 6ft/2m from other parents, waiting in a socially distanced queue along the left-hand wall. Once you have dropped your child, if you could walk around my car on the opposite side of the driveway, this will enable you to maintain social distancing.
- I will open the door and invite your child to come inside – please prepare your child for this change.
- You will be asked – ‘Are you and your immediate family members feeling healthy? Do you currently show any symptoms of coronavirus?’ Please answer honestly to keep everyone safe.
- Please explain to your child that they cannot bring toys from home at this time. However, you are welcome to provide a duplicate comforter to be washed and used here. The washing liquid I use is Fairy Non-Bio and fabric softener, Comfort Pure. Dummies will be kept for sleep times in a labelled lidded pot.
- Your child will be helped to remove their coat and shoes, which will be placed in their named, lidded box to prevent cross contamination.
- From now on I would ask that you provide your child's lunch in a sealed plastic lunchbox so that it can be easily wiped and disinfected before being placed in my fridge. Alternatively, please place an ice pack inside their lunchbox to keep their lunch cool.

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- On arrival, your child will be taken to wash their hands. All children will be supervised during hand washing and taught our routine which I will share with you, so you can practise, and use it at home.
- Your child's arrival time will be recorded on the daily register.

Medication administration

I will email you a copy of my medication form in advance or if you do not have a printer at home, please let me know and I will print some for you. If your child needs medication, please fill one in, sign and date it for us **before** your child's visit. Please note that I cannot give your child medication without a completed and signed form.

**** IF YOUR CHILD IS ILL, KEEP THEM AT HOME! ****

**** PLEASE DO NOT ASK ME TO MAKE A DOORSTEP DECISION ****

Pre-Existing Injuries

Please ensure that you inform me of any accidents, injuries or incidents at home, **prior to your child attending my setting**. This is a safeguarding requirement and enables me to monitor any concerns, whilst they are in my care. You can either do this by WhatsApp, text message or email in advance of their session or complete one of my 'Record of Existing Injuries' forms which I will email to you. If you do not have a printer at home, please let me know and I will print some for you.

Keeping in touch

If you have any information to share with me, you are welcome to contact via text, WhatsApp or email. This may be something related to your child's learning, development, current interests or progress.

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Departures Procedure (Autumn/Winter)

- Please pull up in front of my bay window, where possible. I will be looking out for you around the time of collection. In the event that I don't see you, I would encourage you to call my mobile phone to alert me that you have arrived. I would discourage use of the doorbell to protect you from cross contamination.
- Stand back from the door so I can see you, giving us a safe 6ft/2m distance.
- In the event of more than one family dropping off at the same time, please maintain 6ft/2m from other parents, waiting in a socially distanced queue along the left-hand wall. Once you have dropped your child, if you could walk around my car on the opposite side of the driveway, this will enable you to maintain social distancing.

* Please be patient as I will get your child ready to go home
before coming to the door. *

- I will open the door and send your child out to you. I will encourage them to carry their belongings if they are able and place any remaining bags on the step for you to collect.
- I will have a very quick chat with you, if time and circumstances allow – I am not ignoring you if I excuse myself and come back inside.
- Your child's departure time will be recorded on the daily register.

Departures Procedure (Spring/Summer)

- As the weather improves and the garden dries out, we will be spending the most part of our day in the garden so you could pull up at my first gate. I will usually hear your car arrive and will be looking out for you around the time of collection. If I do not come to the gate within a minute, please call my mobile.
- Please stand back from the gate so that I can see you, giving me a safe 6ft/2m distance.

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- In the event of more than one family collecting at the same time, please maintain 6ft/2m from other parents, waiting in a socially distanced queue to the right of the gate.
- Your child will be brought to the gate and helped as necessary.
- I will open the gate and hand your child over to you - please ensure your child does not run off down the road unsupervised.
- I will have a very quick chat with you, if time and circumstances allow – I am not ignoring you if I excuse myself and come back inside.
- Your child's departure time will be recorded on the daily register.

In light of COVID-19, your child's artwork will not be bringing any artwork home on the day of creation. A photograph will be taken and sent to you via WhatsApp. Any pictures and special crafts your child makes will be placed inside an envelope and left for 7 days so that any trace of the virus is gone before you receive it. This will help to reduce cross contamination.

In an emergency

If you fall ill during the day, you might need to send someone I haven't met before to collect your child. If I do not know the person who has arrived to collect your child, I would be grateful if you could send me a photograph of this person – this is a safeguarding requirement and I will not dismiss your child to anyone I haven't seen before.

Making contact

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

You can contact me via text or WhatsApp, or give me a call. If I miss your call, I will call you back at my earliest convenience.

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I have read and understand the Arrivals and Departures Policy.

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	30 th January 2021
This policy is due for review on the following date	30 th January 2022