

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

The provider must take necessary steps to safeguard and promote the welfare of children.

### **Colchester High School – Early Years Department**



## **8.9 Arrival Policy – Nursery and Reception**

### **Procedures**

- In Reception the school day begins at 8.25am. Parents/Carers ring the front door bell to gain access to the building. The door is opened by the Reception Teacher or Teaching Assistant. The children will then be escorted to their classroom by the Teacher or Teaching Assistant. The children are encouraged to hang up their belongings independently and to organise their bags, hats, diaries and snacks into the appropriate boxes in the classroom. The register is completed electronically in SIMS by a member of staff between 8.30 – 9.00am.
- The Nursery day starts at 8.30am. Parents/Carers ring the front door bell to gain access to the Nursery Department. On arrival, they are welcomed by the Nursery Manager or Deputy Manager and they are encouraged to self-register. The children are then encouraged to find their own peg picture and hang up their jackets/coats. After this, they go into Room 50 where a member of staff is waiting to welcome them for circle time. The register is completed electronically in SIMS by the Nursery/Deputy Manager by 9.00am for the Morning and again by 12:30pm after the morning children have been collected by their parent/carers.

**Please refer to Early Years Policies**

**8.8 Wraparound care policy for Early Years children.**