

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

To ensure the safety of our Early Years children while cars are moving around in the car park, parents/ children are asked to wait behind the roped off area outside the far end door (Wraparound room 70). The Reception Teacher/Nursery staff opens the door at 8.25am to welcome the children into school. Reception children line up ready to be taken over to the Reception classroom. Nursery children and parents are accompanied through to Nursery where a staff member will welcome their child into Circle Time.

Procedures:

Reception children

- The school day begins at 8.25am. The Reception children that attended Breakfast Wraparound care are taken through to room 70 just before 8.25am by one of the Nursery staff. The Reception and Nursery children are welcomed into the school. The children are then escorted to their classroom by the Teacher/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 Reception Teachers Manager/Deputy manager by 9.00am (latest) and again by 1.00pm.

Nursery:

- The Nursery Manager/ Deputy Nursery Manager or Practitioner escorts the parents and Nursery children from room 70 into the Nursery. The children are then encouraged to find

their own peg and hang up their jackets/coats. The children move into Room 61 where a member of staff is waiting to welcome them for circle time.

- Time is provided for parents to handover any information/concerns about their child and this is documented in the Log Book.

- **Please refer to Early Years Policies**

8.8 Wraparound care policy for Early Years children.