

At Little Stars & Little Explorers we give a warm welcome and goodbye to every child and family on their arrival and departure as well as ensuring the safety of children, parents, visitors, employees, volunteers and students.

Arrivals When arriving and departing from Little Explorers, please give due consideration to parking. You are able to park on site between 9am and 2pm in the parking bays along the path. Please do not use the staff parking areas. For all other times, please park either on the roadside or in the school bottle bank carpark. For Little Stars, please park off site, parking permits are available from the school office. Please do not arrive earlier than your contracted start time.

Parents are requested to pass the care of their child to a member of staff who will ensure their safety. The staff member receiving the child immediately records their arrival in the daily attendance register. The staff member also records any specific information provided by the parents including the child's interests, experiences and observations from home.

If the parent requests the child is given medicine during the day the staff member must ensure that the Medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification *and/*or a password are also required, where possible, for the designated adult. Parents are informed about these arrangements and reminded about them regularly. Other than the parents or legal guardian of the child we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child, the parent will be contacted.

The child's key worker or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent in addition to what may already be shared via electronic systems, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box or fridge after the parent has arrived and handed to him/her personally. The Medication policy is to be followed regarding parent signatures.

The nursery will not release a child to anyone other than the known parent unless a prior agreement has been made. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as

possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the Late collection and non-collection of children policy).

On departure, the staff member releasing the child must mark the attendance register immediately to show that the child has left the premises & who with.

Parents will be informed and reminded not to allow any other person onto the premises when dropping off or collecting their child to ensure safety all at times.

In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. In any cases where someone has gained unauthorised access to the premises we will revisit our arrivals and departures procedures and risk assessment.

Adults arriving under the influence of alcohol or drugs

Please refer to the Alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit, e.g. in the visitors' book. Please refer to the supervision of visitors policy for further information.

Staff, students and volunteers

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building including on breaks and lunchtimes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>[Insert date]</i>		<i>[Insert date]</i>

Polisi Cyrraedd a Gadael (enghraifft)

**Dileu fel bo'n briodol*

Yn [**Rhowch enw'r feithrinfa**] rydym yn rhoi croeso cynnes a ffarwelio gyda phob plentyn a theulu pan fyddant yn cyrraedd a gadael yn ogystal â sicrhau diogelwch plant, rhiant, ymwelwyr, gweithwyr cyflogedig, gwirfoddolwyr a myfyrwyr.

Gofynnir i rieni drosglwyddo gofal eu plentyn i aelod penodol o staff a fydd yn sicrhau ei ddiogelwch (mae hyn fel arfer yn weithiwr allweddol plentyn). Mae'r aelod o staff sy'n derbyn y plentyn yn cofnodi ar unwaith ei fod yn cyrraedd y gofrestr bresenoldeb dyddiol. Mae'r aelod staff hefyd yn cofnodi unrhyw wybodaeth benodol a ddarperir gan y rhieni gan gynnwys diddordebau, profiadau ac arsylwadau'r plentyn o gartref.

Os yw'r rhiant yn gofyn i'r plentyn gael meddyginiaeth yn ystod y dydd, rhaid i'r aelod o staff sicrhau y dilyniir y weithdrefn feddyginiaeth.

Os yw'r plentyn i gael ei gasglu gan rywun nad yw'n rhiant ar ddiwedd y sesiwn, mae gweithdrefn gytûn y mae'n rhaid ei dilyn i nodi'r person dynodedig. Mae angen adnabod lluniau *a/*neu gyfrinair hefyd lle bo modd ar gyfer yr oedolyn dynodedig. Hysbysir rhieni am y trefniadau hyn ac fe'i hatgoffir amdanynt yn rheolaidd. Nid ydym yn caniatáu i unrhyw un dan 18 mlwydd oed gasglu plentyn, heblaw am riant/rhieni neu warchodwr cyfreithiol y plentyn. Os yw person dan 18 mlwydd oed yn cyrraedd i gasglu plentyn byddwn yn cysylltu â'r rhiant.

Rhaid i weithiwr allweddol y plentyn neu aelod arall o staff a enwebir, gynllunio ymadawiad y plentyn. Dylai hyn gynnwys cyfleoedd i drafod diwrnod y plentyn gyda'r rhiant, yn ychwanegol at beth allai fod wedi ei rannu yn barod drwy systemau electroneg, e.e. prydau, amser cwsg, gweithgareddau, diddordebau, cynnydd a chyfeillgarwch. Dylid dweud wrth y rhiant am unrhyw ddamweiniau neu ddigwyddiadau a rhaid i'r cofnodion priodol gael eu llofnodi gan y rhiant cyn gadael. Os yw'n berthnasol, dylid casglu pob meddyginiaeth o'r blwch meddyginiaeth neu oergell ar ôl i'r rhiant gyrraedd a'i roi iddo/iddi yn bersonol. Dilyniir y polisi meddyginiaeth ynglŷn â llofnod rhieni.

Ni fydd y feithrinfa yn rhyddhau plentyn i ofal neb oni bai am eu bod yn rhiant a adnabyddir neu fod trefniadau blaenorol wedi eu gwneud gyda'r feithrinfa. Os bydd unrhyw argyfwng fel bod rhiant yn hwyr ac wedi trefnu i oedolyn dynodedig gasglu plentyn, dylai'r rhiant hysbysu'r oedolyn dynodedig o'r weithdrefn y cytunwyd arni a chysylltu â'r feithrinfa am y trefniadau cyn gynted â phosibl. Os oes unrhyw amheuaeth, bydd y feithrinfa'n gwirio hunaniaeth y person trwy ffonio rhiant y plentyn neu ei rif cyswllt brys (cyfeiriwch at y polisi peidio casglu plentyn neu gasglu hwyr).

Ar ôl ymadael, rhaid i'r aelod o staff sy'n rhyddhau'r plentyn farcio'r gofrestr presenoldeb plant ar unwaith i ddangos bod y plentyn wedi gadael yr adeilad.

Byddwn yn hysbysu ac atgoffa rhieni/gofalwyr nad ydynt i adael i unrhyw berson arall ddod ar dir y feithrinfa wrth ollwng neu gasglu plant, er mwyn sicrhau eu diogelwch pob amser.

Mewn sefyllfa annhebygol pan fo person yn dod i mewn heb awdurdod, bydd aelod o staff, o gymryd ei bod yn ddiogel gwneud hynny, yn gofyn i'r person beth yw diben eu hymweliad. Os bydd raid bydd staff yn gweithredu ein gweithdrefn cloi i lawr ac yn galw'r heddlu. Pan fo person wedi dod i mewn i'r feithrinfa heb awdurdod byddwn yn ailymweld â'n gweithdrefnau cyrraedd a gadael ac asesu risg.

Oedolion yn cyrraedd dan ddylanwad alcohol neu gyffuriau

Cyfeiriwch at bolisi alcohol a chamddefnyddio sylweddau.

Ymwelwyr yn cyrraedd ac yn gadael

O ran ymwelwyr ac ymadawiadau ymwelwyr, mae'r feithrinfa angen cofnodion priodol i'w cwblhau wrth fynd i mewn ac allanfa, e.e. yn y llyfr ymwelwyr. Cyfeiriwch at y polisi goruchwyllo ymwelwyr i gael rhagor o wybodaeth.

Staff, myfyrwyr a gwirfoddolwyr

Mae staff, myfyrwyr a gwirfoddolwyr yn gyfrifol am sicrhau eu bod yn arwyddo i mewn ac allan o'r adeilad ar gyfnod egwyl ac yn ystod amser cinio.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygu
[Rhowch y dyddiad]		[Rhowch y dyddiad]