

## **No. 7            Arrival and departure procedure (Forest School)**

This procedure should be read in conjunction with our Arrival and departure procedure (Pavilion).

On arrival, all children will be welcomed by a member of staff. The children's bags/lunches should be hung on the cloakrooms outside. These are taken into the pavilion by a staff member once the children have set off.

The staff member will note child's time of arrival on the Forest school register. These times are transferred to the daily register by the Supervisor upon returning to the pavilion at the end of Forest School.

**Parents should be aware that staff will NOT be responsible for supervising or ensuring the safety of children in the vicinity of the setting (including the car park) prior to arriving or after departing the pavilion. Children remain the responsibility of their parent until the child is recorded on the register.**

Children are directed onto the playing field where they join in with a staff and volunteer led activity. Parents may leave once their child has been registered, any parent who stays must wait on the car park.

The member of staff taking the register will make all staff aware of the number of children at the session and who is absent from the session.

On completion of taking the register or when the majority of children have arrived, the group prepare to set off. Any children arriving late to be brought to the Forest School site by their parent/carer if a staff member is not available.

To depart the car park each child will be supervised by an adult, hands are held until the children are safely across the main road. An adult:child ratio of 1:4 has been assessed as appropriate for the road crossing. See also Forest School Risk Assessment folder.

Upon returning to the pavilion staff will assist children with outdoor clothing and footwear. Staff will be in the pavilion to supervise children as they enter, children are directed to the cloakroom area to wash hands and put on indoor footwear. One or two staff member will remain outside to sort out outdoor gear, check departing children have all of their belongings and to supervise the collection of children.

As children leave the Pavilion the time is noted on the daily register.

This policy was adopted at a meeting of Grindleford and Eyam Playgroup:

Held on:

Date to be reviewed:

Grindleford and Eyam Playgroup - Procedure

Signed on behalf of the committee:

Name of signatory:

Role of signatory: