



Newton Early Years Centre **Entering and Exiting Procedures**

Policy Statement:

At Newton Early Years Centre the safety and wellbeing of children is paramount. This policy sets out procedures for the safe arrival, collection and movement of children, parents, carers, staff and visitors entering or leaving the Early Years Centre.

We are committed to ensuring that:

- Children are accounted for at all times.
- Access to the building is controlled and monitored.
- Only authorised adults collect children.
- Accurate attendance records are maintained.
- Safeguarding procedures are followed consistently.
- Staff, children and visitors remain safe during arrivals and departures.

Aims:

This policy aims to -

- Maintain a secure environment.
- Prevent unauthorised access.
- Ensure children are released only to authorised individuals.
- Maintain accurate registers.
- Support smooth transitions between home and early years centre.

Arrival Procedures:

Parents/Carers

Parents or carers must:

- Accompany their child through Gate 1, to the centre garden fence and wait for staff to open this at 8.50am. Parents and carers will accompany children in through the centre gate and in through the centre entrance and foyer.
- Meet a member of staff in the foyer who will sign the child(ren) in on the centre register and ask parents or carers to complete the sign in sheet stating who is picking up.

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(or sooner following any safeguarding incident or changes
in legislation or local authority guidance)*

- Hand responsibility for the child directly to a member of staff in their designated playroom.
- Inform staff of any important information affecting the child.
- Notify staff if another authorised adult will collect the child.
- Ensure contact information is current.

Children must never be left unattended at the entrance or in outdoor areas.

Staff will:

- Ensure there is a member of staff in the foyer to welcome children and families, complete the centre register and ensure parents and carers complete sign in sheet.
- Welcome children and families into the playrooms.
- Conduct visual wellbeing checks.
- Confirm collection arrangements where required.
- Record any relevant messages from families.
- Report attendance to school office at 9.05am.
- Add information to the playroom doors with numbers of children, staff, students and visitors.
- Inform both playrooms of the number of children in the room and total number of children in the centre for that day.

Late Arrivals:

Staff member will close the Early Years Centre door at 9.05am.

If parents and carers are arriving after this time:

- They must report to the school office
- A member of Early Years Staff will meet any late coming children and families at the school office from 9.05am.
- The staff member must inform the office of the late coming, collect any pass on information from the parent or carer, including who is collecting, and take the child(ren) through the school to the centre.
- The staff member will inform the centre staff of the child's arrival and amend the numbers on the playroom doors accordingly.

Security of Entrances:

The centre will operate:

- Locked external doors and gates.
- Controlled access systems.
- Supervised entry and exit through school access door.

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All external doors must remain secure between 9.05am and 2.50pm – parents, carers or visitors must report to the school office during these times.
Staff will challenge any unknown adult entering the premises.

Visitor Procedures:

All visitors must:

- Report to the school office.
- Sign in and out.
- Be aware of Child Protection displayed and read any other information as required.
- Wear identification where appropriate.
- Be accompanied if not Disclosure/PVG verified.

Visitors must not access playrooms unsupervised.

Children's Movement throughout the day:

During the Early Years day, the children may move from the centre to attend lunch in the school hall, visit the school library and experience sessions in the shared sensory room.

On leaving the Early Years Centre children and adults will:

- follow the lining up procedures.
- ensure all adults know how many children are in their care on leaving the centre and returning.
- amend playroom boards as required.
- take lunch table group information with them.

Collection Procedures:

Children will only be released to:

- Parents with parental responsibilities.
- Named emergency contacts.
- Adults authorised by parents/carers.

The centre will not release a child to an unknown adult unless prior arrangements have been made.

Where appropriate, staff may:

- Request photographic identification.
- Use password systems.
- Contact parents for confirmation.

No person under 16 years of age may collect a child.

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Changes to Collection Arrangements:

Parents must notify the centre as soon as possible if:

- A different adult is collecting.
- Collection arrangements change during the day.
- Emergency circumstances arise.

Staff will verify arrangements before allowing a child to leave.

Late Collection:

If a child is not collected:

1. The child will be taken to the school office with a member of staff.
2. Staff will attempt to contact parents/ carers.
3. Emergency contacts are called.
4. The child remains supervised by two members of staff where possible.
5. If no contact can be made, local authority and child protection procedures will be followed.

All incidents will be recorded.

Unauthorised Collection:

Where an unauthorised person attempts collection:

- The child will not be released.
- Parents/carers will be contacted immediately.
- SMT will be informed.
- Police may be contacted if necessary.

The safety of the child remains the overriding consideration.

Adults Appearing Under the Influence:

If an adult appears affected by alcohol, drugs or other substances and staff have concerns regarding a child's safety:

- The child will not be released immediately.
- Senior staff will undertake a risk assessment.
- Alternative authorised contacts will be approached.
- Advice from Police Scotland or social work services may be sought.

All incidents will be recorded.

Departure Procedures:

Staff will:

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- Ensure a member of staff is present in the foyer.
- Ensure parents/ carers have completed pick up sign out sheet information.
- Ensure children leave with authorised adults and following collection procedures.
- Monitor doors and gates during busy collection periods.

Emergency Evacuation and Lockdown

In an emergency:

- Fire evacuation procedures will be followed.
- Registers will accompany staff.
- If there are children present with Personal Evacuation Plans these will be followed.
- Entry and exit points will be secured during lockdown situations.
- Parents will be informed through agreed communication systems.

Involving Children in Safety:

Newton Early Years Centre has a 'SIMOA' safety group who work with a member of staff every morning to complete the centre safety checklist. The group uses the Care Inspectorate SIMOA guidelines with our safety mascot SIMOA the Elephant.

Responsibilities:

Centre Manager

Responsible for:

- Monitoring implementation of the policy.
- Staff training.
- Reviewing procedures annually.
- Responding to incidents.

Staff

Responsible for:

- Following procedures consistently.
- Maintaining supervision.
- Reporting concerns immediately.

Parents/Carers

Responsible for:

- Following entry and exit procedures.
- Updating contact details.
- Informing staff of changes to collection arrangements.

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