Arrival and Collection Policy

Aims

Alamiyah Montessori believes that the safety and security of children is paramount. Therefore rigorous procedures are followed to ensure non authorised person(s) do not gain access to the premises or the children.

Approach

To ensure the safety of all children and staff, Alamiyah Montessori staff must ensure the following procedures are adhered to:

Morning Session Arrivals and Departures

Morning session arrivals take place between 9:00am and 9:10am. A member of staff opens the large black vehicular access gates at 9am to admit pupils. A teacher is present at the door from 9:00am to 9:10am to greet them and mark them in the register. Important points to note:

- The doors to the preschool -CH or HEC are not left open or unattended at any time.
- Parents must ensure that their children are escorted to the door and handed directly over to a member of staff.
- The teacher at the door will record the children who have arrived in the register.
    - Preschool staff will mark pupils in the electronic register where registration times are recorded by timestamp.
    - HEC pupils will be marked in the paper register directly.

Collection takes place from 1:00-1:05pm. At collection, pupils will be marked out of the register when they leave. Pupils who stay full day will be marked into the afternoon register.

Afternoon Session Arrivals and Departures

Afternoon session arrivals in Children's House take place between 11:45-11:55am. Arrival takes place at the children's house door. A member of staff is stationed at the door and welcomes pupils. All pupils are immediately added to the electronic register. Children who arrive after 11:55am will be considered late.

Collection for the afternoon session and for full day pupils takes place from 3:30-3:35pm. At collection, pupils will be marked out of the register when they leave.

Registers

Paper registers are kept for all pupils, staff and visitors entering and leaving the premises, so that it is known who is present on the premises at all times.

- At the preschool, pupils are registered on a paper register and totals are counted after all pupils arrive at 9:10am and 11:55am.
- In addition electronic registers are kept for the preschool.
- A headcount is then made and the total number of pupils recorded and totalled on the register and on a board in the classroom.
- All full day pupils at the preschool are registered when they arrive and then signed in again for the afternoon session.
- On arrival and departure all pupils at the HEC are marked to indicate that they have arrived and left.
- The registers remain in the classroom.

Staff and Visitors

Staff and visitors have a separate signing in and signing out book which must be filled in each time the premises is entered and exited with a time and signed when the premises are exited for the last time on that day.

1. ***Making an appointment***

Visits must be booked in advance by appointment only. Entry to person(s) who are not employed by the preschool will not be granted entry without an ID check and password. When an appointment is made, the person booking the appointment must record the

1. full name,
2. contact details
3. purpose of the visit
4. remind them to bring a form of photo ID.

5. If extra security is required a password will be supplied and made known on the appointment booking on the preschool admin calendar.

2. ***Answering the Doorbell and Door***

Only staff who have been trained and authorised to answer the door will do so following the procedure below.

Answering the doorbell

The person who answers the doorbell must check the identity of the caller over the intercom:

1. Full Name,
2. Reason for calling,
3. Name of person whom the caller would like to see.
4. Before granting a caller access, always check with the manager/director and the person whom the caller wishes to see.
5. Never grant access to anyone who is not known

Checking Visitors ID at the Gate or Door

Only staff who have been trained and authorised to answer the door will do so following the procedure below. The person who answers the door must always check the identity of the caller unless their identity has been checked in the past.

1. Full Name
2. Photo ID
3. If an appointment has been made, take the supplied password.
4. The visitor will be required to fill in and sign the visitors book.

Visitors without an ID check and password will not be permitted entry. Upon signing the visitors book, visitors will be asked to read Guideline notes for Visitors. The visitor will then be shown where to wait until a suitable member of staff is available. Visitors will be informed about the mobile phone policy. They will be asked to put their phones on silent and keep it in the office.

3. ***Visitors***

Any visitors such as sales people, college assessors, gardeners, handymen etc must sign in the visitor's book on arrival and departure, show their ID and wear a visitors badge provided by the preschool.

4. ***Authorised Collectors***

Each pupil must have at least two authorized collectors. Parents are required to provide photographs of each authorized collector together with work, home and mobile phone numbers. If there is a possibility that another person will occasionally need to collect a child then it is important to supply their details in advance to avoid any issues with collections. Parents are required to update their collection list regularly to update any contact details or photographs if any new authorised collectors are added.

5. ***Non Authorised Persons Calling to Collect Children***

If a different person calls to collect a child and the parent / carer has not informed the preschool of this, then the child will not be released until the parent / carer's permission is obtained via email or phone. The parent must also supply their password to the person collecting. This password must be provided correctly by the person calling, with a form of photo ID, such as a passport or driving licence before the child is handed over.

6. ***Persons Prohibited from Collecting Children***

All staff should be aware that some children are not allowed by law to come into contact with certain members of their own family. Under such circumstances, a register is kept of each child and the names of those family members with whom the child is forbidden contact. If one of these family members should call at the preschool, they must not be granted access, and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

7. ***Uncollected Children***

See the “Uncollected Child Policy”

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See ‘Policy Review Schedule’.

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Last Reviewed: 07/09/2026

Signed by Nasim Bobat (Manager) and S Motara (Director/Nominated Person)

on behalf of Alamiyah Montessori