

Arrivals and Departures Policy and Procedure



Statement of intent

The nursery places the highest priority on child safety within the nursery, and it is our intention to ensure that strict arrivals and collection procedures are adhered to, to safeguard all our children.

Aim

It is our aim to keep children safe within the nursery environment and allow parents/carers to feel comfortable and feel that the nursery is accessible.

Methods

The following procedure must be adhered to by parents/carers and staff to ensure the safety of our children within the nursery:

Arrivals

- Entrance to the nursery is via the front door by ringing the security system that rings a bell within the nursery. A member of staff will then open the door, and if appropriate, the person will be let in.
- All persons entering the front door are asked to ensure that no one follows behind them.
- All visitors must ring the doorbell to notify us of their arrival.
- All visitors must ensure that the main door is closed behind them.
- Unauthorised persons are not permitted to open the door to anyone at any time. Anyone found doing this will be in breach of this policy.
- If a person at the door is not recognised by staff, a member of management must be contacted to answer the door. DO NOT leave the person alone in the reception area while speaking to Senior Management. Please leave the person outside the front door.
- All visitors must sign in and identify the purpose of their visit.
- All children MUST be signed into the nursery on the daily register sheet, including the time of arrival.

Nursery Children Arrivals Procedure

- All children are to be taken to their room by the person who is responsible for them upon arrival (Parent or Guardian) or a qualified member of staff.
- The person dropping off must make the room staff aware of their arrival.
- The person dropping off should place the child's belonging in the appropriate place e.g. individual pegs.
- Both the person dropping off and the staff member will then spend time exchanging information to support the child's day.

The information exchanged will be as follows:

1. An overview of the child since their last attendance.
2. What they have eaten before attending Nursery.
3. Are they in good health? If not, what are the problems?
4. Who will collect them at the end of the session?
5. Have they had medication in the past 12 hours? If yes, what?

Preschool Children Arrivals Procedure (3-5year olds)

- For funded children, Children should arrive no earlier than 8:55am for am session, or no earlier than 12:55 for pm session.
- Person dropping off should encourage the child to be independent and hang belongings accordingly.
- Children are accompanied as far as the Preschool Room gate.

- Person dropping off should make a point of saying² goodbye to the child and ensuring that a room staff member has acknowledged the child's arrival.
- Where possible the person dropping off should encourage the child to be independent and take themselves into the room and begin their day. Should the parent need to relay important information it can be done in the following ways:
 1. Direct to Key Person.
 2. Written message to staff member.
 3. To the Manager or office.

Departures

- All children must be signed out and the time noted on the daily register sheets.

Day Care Children Departures

- After granting access to a parent or visitor, staff are then responsible for ensuring the conduct of such persons and that appropriate access to children is allowed and supervised if appropriate.
- Parents must arrive in good time at the end of the child's session to ensure that a full handover can be carried out by staff. The closure times of the sessions are documented and should be adhered to for time to be allocated to the handover. This will include feed back of information in the form of a daily book or sheet.
- If a parent arrives to collect a child and is under the influence of any substance, or for any other reason is deemed not capable of appropriate care, the nursery will not allow the child to leave the nursery. The emergency contact or next of kin will be contacted and if this is unsuccessful, the nursery "Late or Non-Collection of a Child Policy and Procedure" will be followed.

Preschool Children Departures

- At the end of the session parents will collect their children from the child's room or garden area. Staff members will ensure that important messages are passed on appropriately.

Departure Arrangements at Registration

- Upon registration, parents must provide names for persons who are authorised to collect their child.
- Full contact details are required in case of emergency.

Children are only released from the care of the nursery to individuals named by the parent and recorded in the office. If this cannot happen the following applies:

- The parent must inform the nursery without delay that they will not be able to collect their child.
- A password system should be used, and this should be a unique word set between Parent, Collector and Nursery.
- The person collecting should be asked to bring a photo ID or if this is not possible an I.D. description such as:
 - Hair colour, approximate height, skin colour, gender.
 - Relationship to child.
 - Distinguishing features, like glasses or a beard.

Parents have a responsibility to ensure that:

- A suitable person will collect their child in their absence.
- The suitable person must be over the age of 18 years and be capable of caring for the child in the absence of the parents.
- The parent should ask the collector to take photo ID and tell them the password.

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- If a child is not collected after their session, the nursery “Late or Non-Collection of a Child Policy and Procedure” is followed.

Review of this policy

- All policies are reviewed at least annually.
- This policy was last reviewed in October 2022 by Kayleigh Wadsworth