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Arrivals and Departures Policy

The Athelstan Nursery gives a warm and friendly welcome to each child on arrival and ensures that they depart safely at the end of each session.

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the setting, and that any arrival or departure to and from the premises is recorded in the register. The registers will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the visits and outings policy). This process will be supplemented by regular head counts during the day.

Records of daily registers should be kept by the setting for at least one year.

Arrivals

On arrival, a member of staff will record the child's attendance in the daily register; staff should write the time in the register that the child arrives.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the setting's Health, Illness and Emergency policy.

Once all the children have been signed into the register and the parents have left the premises it is the responsibility of the person on door to ensure the outside gate and door are secure and bolted. The Nursery manager will oversee this to ensure this has been completed.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the admissions form. Only adults - aged 16 years and over - and with suitable identification, will be authorised to collect children.

No adult other than those named on the Admissions Form will be allowed to leave the setting with a child. In the event that someone else should arrive without prior knowledge, the setting will telephone the parent/carer immediately.

In the event that someone else other than those named on the admission form and where the parent and carer has given permission and informed the nursery a safe

password will be used and where possible parents should provide nursery with a photograph.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

A late collection fee will apply for any child not collected at the correct departure time, parents and carers are advised to make contact with the nursery at the earliest opportunity if they believe they will be late in collecting their child from nursery.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must indicate this to the setting.

If the child is absent without explanation for more than three days concurrently, staff will contact the parent/carers to try and ascertain the reason behind this.

Regular absences from the setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from relevant statutory agencies. The setting and its staff will always try to discover causes for prolonged and unexplained absences.

Nursery Manager: _____ Committee: _____

Policy Date: _____ Review Date: _____