



# **Arrivals and Departures policy**

Released January 2019

Rev: 1.03

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The purpose of this policy is to ensure the safety and security of all staff and children at all settings. It is vital that all staff, students and parents/carers know and understand the procedures set out in this policy and abide by them always.

It is the managers responsibility to ensure that any records kept on the children are accurate and that arrival and departures are recorded promptly.

- All outside doors are kept locked at all times. Where door handles are within reach of children, door chains are fitted.
- All outside doors are fitted with doorbells and member of staff will greet parents/carers, children and/or visitors at the front door.
- On arrival at the nursery, parents are requested to pass the care of their child to a member of staff who will acknowledge and welcome the child and record their attendance on the room hand held device
- Room Leaders are to keep a 'running tally' to ensure that they are always aware of the number of children in their room at any time.
- Kingsteignton After School Club children are brought to the Club area by a representative from Kingsteignton PS. On arrival children are to be signed in on hdc software system. Any messages received from the school representative regarding the children in attendance in the Club provision are to be read at this point, so clarification can be sought from the school representative if needed.
- Nursery and Club Parents/carers must supply hdc with emergency contact numbers **and these must always be up to date.**
- Parents/carers have a responsibility to notify the Nursery/Club(Breakfast, After School or Holiday) of any changes of workplace, home address or contacts.
- Should a parent/carer arrange for someone different to collect their child it is **vital** that the staff are informed in advance, where possible in writing. If possible, they should bring the person to the setting beforehand, or leave a recent photograph with the Nursery Manager or Deputy Nursery manager/Club Playleader or issue an agreed password.
- Under no circumstances will a child be allowed to leave the nursery/club unless it is with a previously identified, authorised person.
- If someone arrives to collect a child and that person is not on the registration form or has not been previously arranged via introduction or password, the parents/carers are to be contacted immediately. That person is to wait outside the building, whilst identification and authority is checked.
- A member of staff must always acknowledge the departure of a child and record the time of departure in the register.
- The parent/carer is to ring the setting if they are likely to be late collecting their child.
- Parents/carers are asked to notify the setting of any important information about their child's circumstances, for example if legal access has changed in which case evidence must be provided ( e.g. a copy of an injunction or court order)
- Irrespective of the number of children, there will always be at least two staff on duty. One of which will be level 3 or above qualified and at least one of the staff members will have a full and relevant paediatric first aid qualification.
- The last two staff members on duty are to check every area within the nursery (indoor and outdoor space) and Club area to make sure no child has been left behind and that the building is secure and locked.

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## **Outdoor Play**

- Staff are to physically count the children in their care when going outside and prior to returning inside.
- If all the children are outside the register is to be taken outside in case children are collected or dropped off whilst the group are in the outside space.
- During periods of free flow provision, a nominated staff member is to regularly undertake a head count to ensure all children signed in on the daily register are accounted for.

## **Late Collection**

- **If the child is collected late from either Nursery or Club, there will be a late collection fee which will be added to your invoice. The fee is £10 per 15 minutes late collection.**

## **Staff**

- Staff are to sign in and sign out daily on hdc software system.

## **Visitors**

- All visitors are to sign in and out of the setting on the Visitors Sheet. They are to be given a visitors lanyard which is to be returned prior to leaving the setting.

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## Document Control

<b>Author</b>	Connie Willcocks - Founder
<b>Version Number</b>	V1.02
<b>Document Status</b>	DRAFT
<b>Approved by</b>	Connie Willcocks, Development Director Wendy Edmunds, Head of Childcare
<b>Date Approved</b>	
<b>Effective Date</b>	1 January 2019

## Version Control

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.01	Wendy Edmunds	9 December 2018	First draft for comment
1.02	Wendy Edmunds	7 January 2019	Final draft
1.03	Wendy Ellis-Smith	22 June 2021	Updated

## Glossary of Terms

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
SMART	Specific, Measurable, Achievable, Realistic, Timely