

Arrivals and Departures Policy

This policy is in place to ensure the safety of each child as they arrive in nursery and to ensure all children depart safely at the end of their session.

When parents/carers are present in the building they are responsible for the care and wellbeing of their children.

Arrival of Children

It is our policy to give a warm welcome to each child/family upon arrival at the nursery.

As children arrive in nursery staff will:

- Immediately record a child's arrival time in the daily attendance register.
- Greet parents/carers and request any information from parents/carers regarding a child's wellbeing which parents/carers feel needs to be shared with nursery staff.
- Record any specific information provided by the parent/carer which will support the child's wellbeing whilst they are in the nursery.
- Ensure that where a child requires medication during the day the parent/carer has completed a medication consent form in line with the **Accident Illness and Medication Policy**.

Departure of Children

On no account will staff hand over a child to anyone other than the known parent/carer unless an agreement has been made at the time of arrival of the child that an alternative adult will be collecting the child.

- On departure each child will immediately be signed out by a member of nursery staff on the daily attendance record to show that the child has left the premises.

Where a parent/carer has informed and agreed with nursery staff that an alternative named adult will be collecting the child nursery staff will ask parents/carers to ensure that the following is in place:

- Parents/carers have informed staff working within their child's room that they will not be collecting their child at the end of the session and have clearly informed staff about the adult who will be collecting the child. **Only persons age over 16 years will be allowed to collect a child unless that person is the child's parent.**
- Parents/carers have provided staff with a description of the person who will be collecting the child, their name and relationship to the child. Staff will record this information.
- Parents/carers will have in place an agreed password which staff will use to identify that the person collecting the child is the right person.
- Where possible parents/carers will bring the alternative person into the nursery prior to them collecting a child to introduce them to staff; this will help with identification at a later date when required.

The nursery recognises that in extreme circumstances there may be an occasion when a parent/carer does not arrive to collect a child and has been unable to notify the nursery staff that an alternative adult will be collecting their child. Under those circumstances nursery staff will undertake the following steps:

- In the first instance nursery staff will attempt to contact the parent/carers named on the registration contract and obtain verbal verification of a named adult who can collect the child.
- If the nursery staff are not able to contact the parent/carer they will then contact all those named on the registration contract as emergency contact adults and make arrangements for the child to be collected.
- If staff fail to contact anyone named on the registration contract they follow the procedure below.

Children who have not been collected at the end of their session

The nursery staff ask for parent's cooperation around this matter and ask that where parents/carers think they are going to be late collecting a child at the end of their session then please ring and inform staff.

Please be advised where children are not collected promptly at the end of their session the centre reserves the right to charge a late payment fee. Any charges will be added to the next invoice. Please refer to the **Payment Policy** for further details of charges.

In the event of children remaining uncollected beyond the end of the normal nursery opening hours, and nursery staff being unable to contact any person on a child's file we will wait at the centre for a period of 45 minutes and continue to try and make contact. If no contact has been made with a parent/carer or emergency contact for a child within this time nursery staff will contact the Duty Social Work team and ask for their assistance.

We have a duty of care and are responsible to safeguard all children, if we consider any person collecting a child is unsuitable we will contact the parent/carer or other authorised person to come and collect the child. This includes any person coming to collect a child who appears to be under the influence of drugs or alcohol.