

Arrivals and Departures

Arrivals and departures of children

It is the policy of the nursery to give a warm welcome to each child on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Parents are to sign their child in and out of the building, staff must ensure this is always being undertaken, when children arrive and leave the premises.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

Any injuries to the child will be recorded on Family or *Incoming Injury Sheet* and completed by both the member of staff and the child's parent or carer.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

On Arrival/Collection of a child, due to current circumstances all face to face handover communications will be limited, if you wish to discuss your child this can be arranged over telephone or email. Each Manager will assess the safest and effective way of how children and parents enter the nursery settings.

On collection of a child, if a staff member is unable to identify the parent/carer/family member, they will not be allowed to enter the premises until Identification has been confirmed. If the child is not to be collected by the parent at the end of the session, please refer to the child's registration pack for all collection arrangements, a password is also required for the nominated adult. No child should be handed over to anyone other than the known parent unless an agreement has been made in writing. If in doubt check the person's identity by ringing the child's parent or their emergency contact number. Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 16 to collect. If anyone under the age of 16 arrives to collect child, the parent/carer will be contacted.

On departure, the child register must be immediately marked to show that the child has left the premises. Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping-off or collecting, this is to ensure the safety at all times.

In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. (Refer to lockdown procedure). In any cases where someone has gained unauthorised access to the premises, we will revisit our arrivals and departures procedures and risk assessment.

Adults arriving under the influence of alcohol or drugs

Please also refer to the alcohol and substance misuse policy.

The nursery's prime focus is the care and safety of the children it cares for, all procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff, so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavor to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book. Please refer to **Supervision of Visitors** policy for further information.

Staff, Students and Volunteers

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building, including on breaks and lunchtimes.