

ARRIVALS & DEPARTURES POLICY



SEPTEMBER 2020

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|--------------------------------------|--|------------------------|
| <i>26 February 2020</i> | <i>L Jessiman</i> | <i>February 2021</i> |
| <i>4th September 2020</i> | <i>L Jessiman</i> | <i>September 2023</i> |
| <i>Reviewed September 2023</i> | <i>L Jessiman</i> | <i>September 2024</i> |

EVELINE DAY NURSERIES

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Arrivals and Departures Policy

At Eveline Day Nurseries Ltd we give a warm welcome and goodbye to every child and family on their arrival and departure, as well as ensuring the safety of children, parents, visitors, employees and volunteers.

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). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.

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

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification and a password are also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly. If anyone under the age of 18 that is not a parent or legal guardian comes to collect the child, the parent/carer will be contacted.

Parents/carers will be reminded not to allow any other person onto the premises when dropping off or collecting, this is to ensure the safety of all at the Eveline Day Nursery.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the



child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

Parents will be informed and reminded not to allow any other person not the remises when dropping off or collecting to ensure safety at all times.

Adults arriving under the influence of alcohol or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitors policy for further information.

Staff

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