

Egerton Nursery & out of School Club

Arrivals and Departures Policy



Egerton Nursery and Out of School Club

EYFS:3.7, 3.62

Document History

Author	Kerry Hurst
Role	Manager
Approved by	Director Trustees
Approval date	16/05/2022
Review period	1 year
Review date	10/05/2023

Version History

Version	Date	Changes
1	30/03/2022	New Policy

List of Abbreviations Used

KP	Key Person
RO	Responsible Officer

Arrivals and Departures

At ***Egerton Nursery and Out of School Club*** we give a warm welcome to every child and family on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Nursery 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 KP 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.

A password will be required for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

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.

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 setting 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 setting about the arrangements as soon as possible.

In addition the collection password should be activated at this point. Anyone collecting the child should be given this password by the parent/carer and all staff are made aware of collection and password details.

If in any doubt the setting 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/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).

Arrival of Club children from school at the end of the school day.

Any child/ren that do not arrive or are collected from school at the end of the school pick up time must be reported to the Manager/RO immediately.

The Missing Child policy and procedure should be follow immediately and reported to school staff.

This is then recorded on the weekly adjustment sheet under recordable incidents.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit in the visitors' book.

For procedure of Supervision of Visitors please see Supervision of Visitors Policy.

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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
30.03.2022		27.04.2023