

## ARRIVALS/DEPARTURES AND CHILD COLLECTION

**Our aim is to ensure the safe arrival and departure of all stakeholders and to ensure the safe collection of your child.**

It is essential that, when children are brought to the nursery, they are handed to a member of staff (rather than being left to find their own way in). A few moments spent with that member of staff will help to increase the child's sense of security and will enable you to pass on any relevant information regarding your child. We accept that on occasions people will be rushing to get to work and that this is not always possible. The busiest times of our day are often the times when children are coming into care and when they are leaving care for the day.

To provide security at these times we will;

- ❖ Provide safe and effective entry systems.
- ❖ Ensure all children and carers are welcomed by a permanent qualified member of staff.
- ❖ Only allow a child to leave the setting with a suitable adult
- ❖ Record times of arrivals and departures and any absences accurately.
- ❖ Have any documentation ready to be signed by the parent.
- ❖ Ensure all staff supervises arrivals/departures and check all visitors have signed in correctly - see visitor's policy.
- ❖ Share information with parents about their child's experiences, routines and interactions, and keep all relevant documentation up to date.

**We expect parents and carers;**

- ❖ **Not to use mobile phones whilst on the nursery floor (see Safeguarding Policy)**
- ❖ **Not to come into nursery under the influence of alcohol or drugs.**
- ❖ **To pay due care and attention in the car park.**
- ❖ **To always supervise their children in the lobby and ensure they close the nursery door behind them.**
- ❖ **To be aware at all times of their own and other children.**
- ❖ **To keep their collection sheet up to date and not send under 16's to collect their child.**

You will be asked to complete a registration form for your child which will hold information on which adults can collect your child from Nursery. You will also be asked to provide a password which must be used if the person is not known to staff. Please note that **the named person must be on the list and must also know the password in order for staff to release the child. Staff reserve the right not to allow the child to leave until a parent /guardian has been contacted.** You can, at any time, remove or add a name from/to the list. Please do this at the office. However, a parent cannot remove another parent without legal notification i.e. from a solicitor.

Management reserve the right to refuse handing a child over for collection if they deem the persons capacity to care for the child i.e. age, medically fit or under the influence of drugs or alcohol.

It is the responsibility of the parent/carer to keep all registration/contact/collection records up to date.

Please refer to the fee policy for details of financial costs relating to late collection of your child.

This policy was reviewed and amended January 2013 by Pauline Donoghue and Paula Smith

Read and agreed by \_\_\_\_\_ (for the staff) Print name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ (committee) Print name \_\_\_\_\_ Date \_\_\_\_\_

To be reviewed January 2014