Arrivals & Departures Policy

Policy statement

We will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Procedures

Arrivals

- On arrival, parents/ carers will immediately record the child's attendance in the daily register, including the time of registration. Staff will ensure that the adult/ carer signs the register.
- If the parent/ carer requests the child be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

Departures

- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult (aged 16 years and over) nominated to collect a child must be one of those named on the Admissions Form.

- No adult other than those named on the Admissions Form will be allowed to leave with a child. In the event that someone else should arrive without prior knowledge, the setting will telephone the parent/carer immediately. If a situation arises whereby the parent advises the setting that a nominated adult other than those named on the Admissions Form will be collecting their child, a password will be issued by the Daycare Manager/ Admin Officer to ensure that the person collecting the child is an adult who has been given permission by the child's parent/ carer.

- If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provision of the Uncollected Children policy will be activated.

- Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded along with the parent's/ carer's signature.

- We are committed to ensuring the welfare and safety of the children in our care. Should we have any concerns regarding the suitability of an authorised person collecting a child i.e., under the influence of alcohol or drugs, the following procedure would be carried out:

- The authorised person would be asked if they were driving.
- If the answer is yes, then we would offer to contact another person to come and collect
- We would also at this point inform the person that we have a duty to inform the Police and submit a Safeguarding Concern Form.

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