



Arrivals and Departures

Arrivals and departures of children

It is the policy of our setting to give a warm and welcoming approach to individual children on their arrival.

Parents are encouraged to pass over the care of their child to a member of staff, wherever possible this will be the child's key person. The staff member receiving the child immediately records his/her arrival in the daily attendance register alongside any further specific information provided by the parents in relation to the safety or wellbeing of their child, in the appropriate room link book.

If a parent requests any child to be given medicine/cream or inhalers during the nursery day the staff member must ensure that the correct medication policies and procedures are enforced and adhered to.

In the event a child being collected by the parent or adult not identified as named on the child's personal application record, an agreed procedure must be followed to identify the nominated adult. This may be by photographic evidence, or means of a password, which has been forwarded to the staff members prior to collection.

The nursery will not sanction any child leaving the premise to anyone other than the known parent or agreed responsible adult unless prior notice or confirmation via a parent is sought. If a staff member has any doubt regarding the person designated to collect the child, contacting parents may be necessary to clarify the correct person and procedure. A child will not be released to any person if they are travelling in a vehicle that has not got age appropriate car restraints.

The key worker of any child should anticipate the planned departure of the children in his/her care. Staff should ensure any documents, personal items and relevant information is cascaded to the parents/carer. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to the adult personally. The emergency medication policy may apply at this stage and policies and procedures must be adhered to i.e. gaining parental signatures on documents.

On departure the child is then marked out of the daily register to show the child has left the premises.

Adults arriving under the influence of alcohol or drugs.

The nursery's prime focus is the care and safety of the children. All policies are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult, and they are deemed to be under the influence of alcohol or drugs, the senior member of staff 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 worker if this is not possible. During this time another member of staff will care for the child so they are able to remain calm and engaged in play.

Where an adult is deemed to be 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 employee, reserves the right to take disciplinary action.

Arrivals and Departures of Visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit. A nursery visitor's book will be available and will record arrival times and departures as well as the reason for the visit. In line with our Safeguarding policy, any adult entering the premise will need to provide photographic evidence to support their documentation.

Date of policy	Signed on behalf of setting	Date of review
November 2017		November 2023