

ARRIVALS & DEPARTURES

INTRODUCTION

Bright Beginnings Day Nursery (hereafter referred to as BBDN) will keep a record of all arrival and departures of all staff and children, to ensure the premises are safe and secure at all times, by doing this it will ensure that children leaving the building are in the care of individuals named by the parent and prevent intruders in the premises.

SCOPE/OBJECTIVE

To ensure that accurate records are maintained of children, staff and visitors attending nursery. These records will be used to ensure appropriate fees are charged to parents, ensure compliance with Safeguarding Children Policy, ensure that staff numbers meet ratio requirements and ensure compliance with Health and Safety, Fire safety regulations.

POLICY

It is important for all children and staff that attend the nursery each day, that records are kept for both times of arriving and departing the nursery.

Parents must inform the nursery as soon as possible if a child is unable to attend and the reasons for non-attendance.

The nursery Manager must ensure that parents are contacted, if a child does not attend, were there has been no prior notification. Records of contact must be maintained.

All staff and children must be signed into and out of the nursery.

ARRIVAL & DEPARTURE RECORD

BBDN has implemented a form called the Daily Arrival & Departure that is prepared each week from the bookings register and staff rota, which is placed in each room the children are based in at starting and finishing times.

The Daily Arrival & Departure Record is separate from "Visitors Book" that is for visitors to sign near the entrance to the nursery.

Parents/carers are required to sign their children in and out of the nursery, completing the times they arrive and depart on the "Daily Arrival & Departure".

The team leader responsible for each group, i.e. Pooh Bears, Rabbitz, Kangas, Piglets & Tiggers are accountable for ensuring that this standard is maintained.

A separate bookings sheet is maintained of all children that is completed in the morning at 9:30am and in the afternoon 1:30pm by the team leader or senior nursery nurse for each group. This "Nursery Bookings Register" is updated when children arrive later than the times

listed above.

STAFF

Staff on arrival sign into the "Daily Arrival & Departure" as well as completing Staff Time sheets for payroll purposes.

Health & Safety Application:

The "Daily Arrival & Departure" is to be taken as the "FIRE HEAD COUNT DOCUMENT" in the event of evacuation due to fire etc.

These records have benefits for knowing all children and staff in the building should other emergencies arise, thus conforming with other monitoring procedures.

These records are stored in a ring binder each week and kept for reference, assessment and are to be held for the statutory periods required in law.

A8 – MANAGER'S DAY REPORT

The Nursery Manager will complete the "A8 - Manager's Day Report" and "A12 - Communication Sheet" at 10:00am and 2:00pm each day.

This form confirms the number of children and staff attending nursery each day and provides the manager with the information required to ensure staff ratios are maintained within the setting.

On completion of this form the Manager must contact the parents of all children who have not arrived at nursery to confirm the

reason for none attendance, if prior notification has not been provided by parents (see Safeguarding Children Policy).

The ""A12 - Communication Sheet" allows for the appropriate management of medication, authorisation of "others", to collect a child and any other information passed on by parents.