

ARRIVALS & DEPARTURES

INTRODUCTION

Bright Beginnings Day Nursery 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.

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. During the Covid 19 pandemic our policy was changed in that parents were not allowed in the building for drop off and pick up to minimise the risk of infection to others, this policy change will continue.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established, then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

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, where 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.
- Parents are asked to wait at designated points within the nursery carpark and take and collect their children from specific doors.
- 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 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 authorised person to collect the child. The authorised person collecting the child MUST be named on the Enrolment form. The member of staff taking the information MUST ask the parent for the authorised persons: Full name and inform the parent that the authorised person must bring Photo identification and a password.
- Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect child, the parent/carer will be contacted.

- The nursery 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 nursery about the arrangements as soon as possible.
- If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).
- The child's key person or other nominated staff member must plan for the departure of each child. This should include opportunities to discuss the child's day with the parent in addition to what may already be shared via eyLog, 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.

ADULTS ARRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

- Please refer to the alcohol and substance misuse policy.

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.

- Staff are required to sign each child in and out of the nursery, completing the times they arrive and depart on the "Daily Arrival & Departure" and who collected or dropped them off.
- 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.
- On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

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 electronic Manager's Day Report and 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.

Adults arriving under the influence of alcohol or drugs

- Please refer to the alcohol and substance misuse policy.

Unauthorised access to nursery

- 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). In any cases where someone has gained unauthorised access to the premises, we will revisit our arrivals and departures procedures and risk assessment.

Arrivals and departures of visitors

- For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitor's policy for further information.
- Staff, students, and volunteers are responsible for ensuring they sign themselves in and out of the building, including on breaks and lunch times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>31 August 2024</i>	<i>Angie Ash</i>	<i>31 August 2025</i>