



Arrival and Departures of Children, Staff, Parents/Carers and Visitors Policy and Procedure

Aims

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Procedure

Collection from School

- The setting will give clear information to children, parents/carers and the school of collection points within school.
- Parents must notify the setting in good time about attendance/non attendance of their child. Parents can call on the main telephone line 0117 9030214 or text through the mobile number 07826307819.
- The children will meet up in an arranged place or be collected from their classroom, dependent on age and the agreement with the school.
- Staff, walking escorts or volunteers will have a register and will check off children's names before leaving the school premises.
- If an expected child does not arrive at the collection point, staff will investigate with the school.
- We will escort children to the setting with at least two staff, walking escorts or volunteers via the safest route. We will have a staff/volunteer ratio of 1:5. Escorts will have relevant police checks.



Arrival of Children

- On arrival the child's attendance will be recorded in the daily register which is kept in the room.
- Parents/carers should notify the setting as soon as possible about non attendance.

Departure of Children

- The Centre will give clear information to parents/carers regarding collection points in the Centre.
- Parents must give the written information about names and contact details of all people authorised to collect their child on the Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements, in exceptional circumstances, have been made known to the senior worker. In the event that someone else should arrive without prior knowledge, a worker will contact the parent/carer immediately.
- Children will not be allowed to leave the premises unaccompanied.
- If staff do not recognise the person collecting the child, they will check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.
- Children in Under 3's room and the Inns Court room will be signed out via the register held in the room.



Late Collection

- If the person collecting the child has informed the setting that they will be late, the child will be looked after until they arrive.
- If the person collecting the child is late and has not informed the setting, the Uncollected Child Procedure will be followed.
- If a parent/carer is persistently late in collecting their child the details should be recorded and discussed with the Line Manager.

Staff

Details of staff working will be recorded and will include their arrival and departure times.

Visitors

Visitors will be asked for proof of their identity and will sign in; either by recording full details on the daily register or by using the visitor's book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times. The Visitor will be provided with a lanyard indicating that they have been seen by the Reception team.

Record-Keeping

Records of daily registers will be kept by the setting for at least three years.



Information

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time of the child's birth or subsequently. Otherwise the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court order.

Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the practitioner should take advice from the Safeguarding Lead, or in her absence, Safeguarding Team, which could lead to a referral to Social Services.

Date Agreed: 4th April 2022

Review Date: 4th April 2023

Signed by: Lesley Edwards

Signature:

Role of Signatory: Chair of Governors