

## Arrivals and Departures

Issue Number	Reason for Issue	Issued by	Date
1	First issue	K Cox	26-05-06
2	Revision to existing document	A Fuller V Dawe	04/04/08
3	Revision to existing document	A Wolke	4/3/09
4	Change of Procedure	CJ Silverlock	15-1-10
5	Revision regarding collection	A Wolke	13-10-10

### 1 Introduction

This document describes how access to the building is to be managed by staff to ensure the safety of the children.

### 2 Arrivals

It is the policy of Sunshine Day Nursery to give a warm welcome to each child and parent/carer on their arrival. If an issue regarding arrival needs to be checked staff will ask the parent/carer to wait. If they are known to staff they will be asked to wait in the entrance hall but if they are not known they should be asked to wait outside.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register. We ask that parents/carers take a few moments to settle their child into the nursery. Before departing, all parents of children attending the Toddler Unit are asked to unpack their bags for the day ahead.

Any specific information provided by the parents should be recorded and signed if necessary. If the parent requests the child to be given prescribed medicine during the day the staff member must follow the medication policy and ensure that the medicine consent procedure is followed.

### 3 Front Door and Security Gate Procedures

The front door is only to be opened by authorised staff. Staff hold the door open to allow access and ensure that it is then closed securely. Staff always follow parents/carers into the nursery so that they can ensure that all gates are firmly closed behind them. This system should be in operation at all times.

During 8-8.45am a door monitor is in place to ensure that during the busiest time of the day a member of staff is always available to answer the door and sign all children on the premises in. This also means that parents are not letting people into the building without staff knowing.

### 4 Collection of Children

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made between staff and parent/carer at the time of arrival. In the event of a parent be unable to collect their child we would ask for a phone call to be made as soon as possible with details of who will be collecting. Once staff have agreed this they should make a note in the daily register.

If the child is not to be collected by the parent/carer at the end of the session, the password system (as supplied on the childcare agreement form) must be followed so that staff can identify the nominated adult. If anyone other than parents are coming to collect children the nursery must be informed.

**5 Departure time**

On departure, the child register must be immediately marked to show that the child has left the premises.

The planned departure of the child should be anticipated by the keyworker in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to him/her personally.

Children will only be released to appropriate adults over the age of 16.

**6 Record keeping**

The nursery will keep the daily records showing the names of the children in attendance and the staff who cared for them for a period of 20 years. We will also keep a record of the name, address and date of birth of all children who attend the nursery for a period of 20 years.

**7. Visitors**

All visitors are greeted by a staff member and asked to show identification if necessary. Upon entering the building visitors are asked to sign in and the fire exits are pointed out. As detailed in our Visitors risk assessment no visitor is left unsupervised with children.