

All Saints Nursery School

Procedures for Arrival and Departure.

We aim to keep children safe and secure and to welcome parents and carers into the setting and give opportunities for the exchange of information with key persons

- The Nursery opens the doors at 8.55am for parents/ carers and children to enter the cloakroom to prepare for entry at 9.00am when the session starts. At 12.00 pm we open the doors for parents collecting children at the end of the morning session.
- The children's possessions, coats and lunch boxes can then be stored in the correct locations in the cloakroom area.
- For the afternoon session we open our doors at 12.25pm into the cloakroom ready for entrance at 12.30 for the afternoon session.
- During arrival and departure times we deploy staff carefully at various points in the building to ensure the children's safety
- Once all the children due to arrive have been registered we then lock the doors at the entrance of the building and the inner doors are closed.
- Key persons are always available to greet children and speak to parents.
- On arrival a member of staff will register the arrival of your children and record a time and the setting then assumes responsibility for that child.
- We have a medication procedure in place so that if a child needs to have prescribed medication we ask parents to sign a permission form at the start of a session and then record when that medicine was administered (see medication procedures).
- If any bumps, bruises or cuts have been received outside of the setting, a member of staff will record this on a body map form and ask the parent to sign the record.
- At the end of the day we finish at 3.30 and open our doors for parents/carers to collect children
- On Departure the children stay with their key person until the parent has registered them out and can then take them to collect coats and other belongings. Staff are positioned on entry and exit doors to monitor who is collecting the child and ensure no child leaves unattended. Staff regularly rotate positions to ensure contact with parents and to be available to reassure and inform parents of key children of the happenings of the day
- If a child has an accident or has been changed into different clothes we record this information and ask parent/carer to sign our records at the end of a session on collection.

- On registration we ask for the names of person/people who will be normally collecting the child. This information is written and signed by the parent and kept on the registration forms.
- We also ask for a password for the child on registration, this system is then put into place for collection by someone other than parent or those named on file.
- We will record when the password system is used by recording the person's name, relationship to the child, contact details and signature. We will not release the child without the password.
- We are unable to prevent separated parents with joint parental responsibility from collecting a child unless we have a written copy of any court action.
- If a child is not collected after 15 minutes at the end of a session we will check for any information recorded about changes to the normal collection routine, if no information is available parent/carers will be contacted at home or at work.
- If this is unsuccessful the adults who are authorised by the parent to collect their child from nursery and whose information is recorded on the registration forms are contacted. If this is unsuccessful we will then refer to our uncollected child procedures.
- Reviewed 2-2-13
- Reviewed 1-10-14

Date for review.....

Signed on behalf of staff.....Date.....

Signed on behalf of committee.....Date.....