

Arrivals and Departure Policy

Date: September 2018

Review Date: October 2019

Introduction

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

Arrivals

It is the policy of Newton Westpark Nursery to give a warm welcome to each child and parent/carer on their arrival. If parents arrive early then they are asked to wait within the nursery entrance until the start time of their child's sessions. A member of staff will open the front door to parents/ carers and children to greet them on arrival and you will be asked to sign your child in on the register.

Any specific information provided by the person dropping your child off 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.

Front Door and Security Gate Procedures

There is controlled entry to the nursery via a buzzer and fob system. These are in place at the car park gate, main entrance and door to nursery rooms.

The front door is only to be opened by authorised staff, we ask that all parents and carers close the door behind them without letting anyone else in.

At the beginning of the morning session 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 ensure that all children are signed in by the person who drops them off and that people are not letting unwanted visitors into the building without staff knowing.

Collections of Children

No child should be handed over to anyone other than the known parent/carer unless a prior agreement has been made between staff and parent/carer earlier that day.

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, a description of the person collecting the child and a password, once staff has agreed this they should record this down.

Parents/Carers are asked to sign the child out on departure on the register.

If the child is not to be collected by the parent/carer at the end of the session, but by another named contact 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.

Departure time

Staff will discuss with parents and carers how their child has been and ensure to pass on any important information as well as getting any paperwork signed for that day; e.g accident or medicine forms.

On departure, the register must be immediately marked to show that the child has left the premises again this is to be completed by parent/ carer or the person picking up.

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 aged 16 or over.

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.

Visitors

All visitors are greeted by a senior member of staff and asked to show identification. Checks maybe made with school where appropriate. Upon entering the building visitors are asked to sign in and the fire exits are pointed out. A visitors badge will be provided and a copy of the 'Code of Conduct for Visitors' should be read by the visitor and signed on the visitors log sheet. As detailed in our Visitors risk assessment no visitor is left unsupervised with children under no circumstances.

Management Signature:

Date: