

Arrivals and Departures policy



Security within the setting:

Anyone entering the nursery site should do so via the main gate. This will be open during operational hours. Parents should report to the nursery door and use the intercom system to gain the attention of staff. All other visitors will be required to report to reception, where the manager will assist them with their enquiry.

Risk assessments have been made to ensure the setting is safe and is checked on a daily basis – see health and safety policy

The arrival of children:

On arrival, a member of staff will record the children's attendance. This record will give the time the child arrived and who dropped them off.

This information is stored on the Child's EY Log record which contains all information of the child and their learning journey.

The arrival of Parents:

On arrival before entering the building, parents will be asked to turn mobile phones off. They will also be asked to put any cameras or recording equipment away. There will be visual reminders of this rule in the entrance hall.

If parents do not turn off mobile phones, put away cameras or recording equipment, they will not be allowed into the building and asked to leave the premises

Parents first point of contact will be a member of staff at the front door who will then open the door leading to the nursery.

Parents will not be left alone at any time in the setting.

Parents are encouraged to leave their child with their key worker or available staff member once they have entered the building. Members of staff will ensure that parents get the opportunity to say goodbye to their child so that the child is aware that their parent/carer is leaving.

If parents have any questions, complaints, compliments or concerns, all members of staff (including management) will be available to deal with the situation. The nursery is happy to help and assist parents on a daily basis.

Departures:

All children must be collected by adults above the age of 18. If there is a need for children to be collected by someone under the age of 18 then a special arrangement can be discussed with the Manager.

The nursery has a written and electronic record of who has been authorized by parents/ carers to collect their child/ren This is stored in the office. The parents will also provide a password to be used on the occasion when they may authorize an unnamed person to collect their child/ren.

Arrivals and departures of staff:

When staff arrive, signing into their eylog account with a personal pin will register their attendance. Staff are required to turn off all mobile phones, cameras and recording equipment before entering the building. These will remain in their lockers and not used in any other area of the nursery.

Visitor's arrivals and departures:

Visitors will only be admitted into the nursery via the management team. They will be required to turn off all mobile phones, cameras and recording equipment before entering the building. Each visitor must always sign the visitor's book on arrival and departure and be accompanied by a staff member throughout their visit

Volunteers and students:

All volunteers and students will be asked to sign in and out on the staff book. They will be asked to turn their mobile phones off and store them in the locked drawer in the office.

Date:

Signed on behalf of the nursery by:

The date for review: