



Policy for Arrivals and Departures for 2 year olds

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Next review due: September 2018

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We have developed this policy in order to ensure the safety of the very young children attending our setting.

To ensure children's well-being and safety is maintained at all times we adhere to the following procedures.

START AND FINISH TIMES:

For children attending the morning session the start time is 8.45am and the finish time is 11.45am but we do ask that parents come at 11.35am so we can feed back to you about your child's morning.

For those attending the afternoon sessions the start time is 12.45pm. The finish time is 3.45pm, again we ask that you come from 3.35pm so that we can feed back to you about your child's afternoon.

If your child will not be attending the session that day, please notify the setting by either 8.30am or 12.30pm depending on your child's start time.

ARRIVALS:

- Please arrive at the designated start time to ensure your child enjoys the whole session.
- On arrival the child and parent/carer will be greeted and the child signed in on the register.

DEPARTURES:

- On registration you will supply a list of people and their contact details that will be authorised to pick up your child. These people must be at least 16 years old.
- The setting will only allow children to leave with these authorised people unless parents/carers have supplied written permission.
- We ask that you notify us if someone different will be collecting your child from nursery.
- On registration you will supply a password which is unique to your child on the occasion that the person collecting the child has not been to the setting before.
- If someone who has not been to the setting before but who is on the list of authorised people come to collect your child they must bring with them photographic ID, e.g driving licence or passport, and they must know the password.
- If there is any doubt as to whom the person collecting is, the parent will be contacted and the child will not be able to leave the setting.
- The person collecting the child must notify a staff member, the staff member will give feedback to the parent/carer about the child's day, including what they have been doing, nappy changes, sleep and what they have eaten. (see template)
- Children will be signed out on the register by staff member.
- The child will not leave the premises with an adult who is not on the authorised collection list or who has not been outlined in a written permission letter to collect the child. The permission letter should include, name, contact number, address and relationship to the child.
- Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. Consequently parents who are not living together retain the rights to have contact with their child unless a court order has stated they may not. Staff do not have the right to stop a parent collecting the child. However, if they are not on the authorised collection list, the parent on the list will be contacted before the child can leave the setting.

- Parents should be in a fit state to collect children. If a parent arrives in a state deemed 'unfit' to care for a child, staff will contact another adult on the child's contact list to come to collect them. If necessary, we will follow protocols stated in our school's Child Protection policy to address any concern about the adult.

LATE COLLECTION:

- We ask that parents come 10 minutes prior to their child's finishing time so practitioners can feed back to parents about their child's session. This communication is crucial to support children's well-being and development and so we do ask that it is adhered to.
- Repeat late collections may result in a child's session being moved.

UNCOLLECTED CHILDREN:

- While waiting to be collected, children will be cared for by their key person and another staff member. There will always be two qualified staff and they will remain within their familiar environment to cause as least distress as possible.
- If parents/carers have not informed us of a late collection and we cannot contact parents/carers or people on the authorised person collection list within one hour of the session finishing time this will result in the setting contacting Children's Social Care on 0207 527 7400.
- A written report of this will be recorded and filed.
- On no occasion will a staff member take a child home or go to look for a parent.

STAFF, VOLUNTEERS, AND STUDENTS:

All will sign in and out of the setting when entering or leaving.

VISITORS:

All visitors will be asked for proof of ID before entering the setting and required to sign in and out of the premises.