

Arrivals and departures of children

It is the policy of the nursery to give a warm welcome to every child and family on their arrival.

Parents are requested to take their child to the specific room that the child attends. The parent, preferably, will sign their child in the register and record the time of arrival, if the parent does not do this then the member of staff at the front door will do it.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed in line with our Medicines Policy.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. If a photo is available this would be ideal but where this is not possible a password would be required. The nursery will record the password and a description of the person if possible.

All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed regarding parental signature. During this time there are opportunities to discuss the child's day. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. In case of any emergency such as a parent being delayed and arranging for a third party to collect a child, the parent should inform the nominated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the child register must be immediately marked to show that the child has left the premises, either by the person collecting or member of staff.

Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors' book.

All staff will record their time of arrival and departure on the daily register.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards



ROEDEAN MOIRA HOUSE NURSERY - ARRIVALS AND DEPARTURES POLICY 2018-2019

Departmental Handbook
Keeping Children Safe in Education
Safeguarding Policy
Nursery Policies
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019