

3.0 Arrival and Departure

Policy Statement

Keeping children safe is our most important priority, and the health and safety of all our users is paramount. Therefore, the below procedures must be adhered to at all times.

Children think it is very important that they are kept safe whilst at nursery. When discussing arrival and departure, one child said...

“The button is up there, only mummies and daddies are allowed to press it. and nannies but not children, cause we are down here.”(Referring to the door entry system)

All users of our Centres: (Employees, Volunteers, Learners, Trustees and Visitors)

- On arrival all employees, volunteers and students must sign in on the staff signing in sheet stating the time of arrival.
- On departure all employees, volunteers and students must sign out stating time of departure.
- Registers must be taken ensuring that all children are marked in on arrival and out on departure.
- Parents/Carers who are dropping or collecting children are recorded on the register.
- Staff to initial when signing children in/out on the register
- All visitors entering the building must sign in and out of the Visitors Book This must include the following information:
 - Full name
 - Name of organisation/ company.
 - The purpose of the visit
 - Date & Arrival and departure time

A visitor's badge will be issued.

- Team Members to verify any visitors DBS if applicable, alongside their ID. For example; those having access to children such as Speech and Language therapist would provide their DBS on arrival or scan it over prior to the visit to ensure their suitability to work with children. This would be advised when the individual is booking the visit.

- All employees must remain vigilant when visitors are entering the Centre and challenge their purpose; and challenge if they do not have a visitors badge.

Parents/Carers

- Children must not enter or leave the premises unaccompanied.
- Parent/carer must ensure that a member of staff is aware that your child/ren has/have arrived and been entered onto the register and also signed out when being collected.
- Parent/carer must not leave their child/ren before their contract start time without previous arrangements being made with a senior member of staff.
- The Charity must be informed of any other person collecting your child/ren, who has not been listed as an authorised person. The parents/carer must create a password and share this between the person collecting and the nursery. In order to verify the new person collecting. Failure to do this could result in the person being refused the authority to take the child/ren.
- Late collection of child/ren may be subjected to a fine. Please see The fees policy for further details

Should a child/ren be left on the premises at the end of a session without any contact being made from the Parent/carer /authorised persons the "Uncollected Child Policy" will be followed.

Policy Name	The Arrival/Departure of Parents, Employees, Volunteers, Learners and Trustee Board
Version Number	V3
This policy was developed by	Governance Group
These people were consulted/ involved in developing the policy	Children at The Lloyd Park Children's Charity and Higham Hill Centre
This Policy was adopted by	Trustee Board

	Reviewed by Senior Keyworkers
Date	February 2025
Signed	
Name	Bisi Oyekanmi
Role	Chair
Next Review Date	February 2026