

ARRIVAL, DEPARTURE & ABSENCE OF CHILDREN

Purpose

To ensure that:

- Everyone is welcomed to nursery upon arrival
- All children depart safely at the end of their session
- Absences are recorded for the purpose of planning, maintaining records, highlighting potential family support requirements

Arrivals

- Upon arrival, a member of staff will sign the Children's Register (held near the main entrance) and record the time of entry
- Parent/Carers are given the opportunity to speak to a member of staff to ensure:
 - Any information is handed over to maintain continuity of care
 - Details of any medication to be administered is recorded on a *Medication Form*
 - Details of any incidents prior to the child attending the nursery are recorded on a *Parent/Carer Incident Disclosure Form*
 - If someone other than the parent/carer is due to collect the child, this must be communicated to a member of staff on arrival
- The above information will be passed to the relevant members of staff on a need to know basis

Departures

- Only the following adults are permitted to collect children:
 - Those who are recorded in the Admissions Pack and are over 16 years of age
 - Those who have been given the password that is recorded in the Admissions Pack and are over 16 years of age
- In the event that someone arrives to collect a child who is not one of the above:
 - *If we have not been advised in advance of the change to the collection arrangements by the parent/carer*
The parent/carer will be contacted immediately and the child must not be released until parent/carer confirmation has been obtained.
 - *If we have been advised of the change to collection arrangements in advance by the parent/carer:*
The person collecting the child must use the password and bring ID with them. The child will not be released without this.
- In the event that a parent/carer does not arrive to collect their child at the scheduled time, the *Non Collection of Children Policy* will be invoked.
- Upon collection/departure from nursery, the child will be signed out on the Childrens' Register, and time recorded, by a member of staff

Please also refer to the Door Security Policy

Absence

- If a child is not attending nursery, the parent/carer should inform us ideally, in advance. If this is not possible (e.g. illness), we should be contacted as soon as possible on the first day of absence.
 - Where reasons for absence are due to illness as a result of infection or contagious disease, this should be highlighted by the relevant member of staff, to the Nursery Manager who will consider whether procedures should be followed as outlined in the Health & Safety section – 'Reporting Accidents, diseases and dangerous occurrences to the enforcing authority'
 - If a child is absent from nursery for longer than one week, without any parent/carer contact, a member of staff will contact the parent/carer and try to establish the reason for absence. Details should be passed to the Nursery Manager who will consider whether there may be a need for family support.