



## ARRIVAL AND DEPARTURE POLICY (CHILDREN, STAFF AND VISITORS)

### Staff and Children

The nursery has a daily register for both children and staff. This shows the expected arrival and departure times. The supervisor of the day is responsible for logging in/out staff and children at the beginning and end of each session. In addition we operate a self-registration system for the children so that they begin to recognise their own names. Registers will be retained for 3 years and then destroyed. Details of persons authorised to collect children will be kept at the back of the register and in the personal details folder. No child will be allowed to leave the nursery without an approved adult.

The register is kept in a lockable cupboard by the front door. Personal details are held in a folder that is kept in the lockable cupboard. These details are confidential and are only accessible by authorised members of staff.

For outings a special register will be kept and personal details will be held by the outing supervisor.

The register will be used for emergency evacuations and it is the responsibility of all members of staff to ensure that if they allow someone into or out of the nursery a record is kept of arrivals and departures.

### Procedure for children leaving and entering the building

- 1 A member of staff will sit with the children and another member of staff will be in the coat area.
- 2 The children will sit in a line near the internal gate and will go 4 at a time to put their coats on.
- 3 They will go back through the gate and sit back in the line until all the children are dressed and ready to go outside
- 4 The children will be counted before the door is opened.
- 5 A board will be attached to the garden gate and the number of children outside will be recorded on this.
- 6 If a child leaves the garden to use the toilet he/she will be marked out and then back in again on his/her return to the outside play area. If a child arrives for the afternoon session he/she will be recorded on the board
- 7 When it is time for the children to re-enter the room a member of staff will stand outside near the front door until all the children have been led into the classroom, counted, and taken through the internal gate.
- 8 When all the children have gone through the internal gate and are sitting the member of staff outside will come in and put the safety chain on.
- 9 At this point, if it is lunch time, the children will take their coats off, 4 at a time, and wash their hands for lunch.





10 At going home times the children will either sit in the book area or at the table, with the internal gate closed, before the main door is opened for the parents.

11 Children must not run to their parents, they must wait until the member of staff at the door calls them by name.

### Procedure to Determine Parental Rights and Responsibilities

Background to this procedure

Unlike mothers, fathers do not always have 'parental responsibility' for their children if these children have been born outside of marriage.

Parental Responsibility includes the following

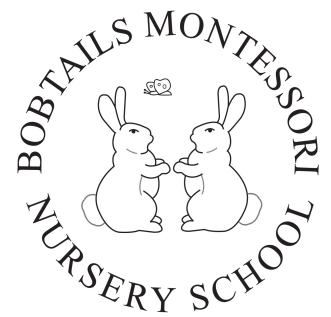
- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child if necessary
- Allowing confidential information about the child to be disclosed.

A mother always has parental responsibility for her child. If parents are married to each other or have jointly adopted the child, both have parental responsibility. If the father is not married to the mother legal responsibility is acquired

- By jointly registering the birth of the child
- By agreement with the mother
- By a parental responsibility order, made by a court

A father can apply to the court to gain parental responsibility. The court will make a decision based on what it considers to be the best interests of the child.





## Procedure

1. All new starters will be issued with background information and parent conference forms. This document asks parents to let us have a copy of the child's birth certificate, who has parental responsibility & who the child lives with. Parents must let us know if there are any Restraining Orders or Court Orders in respect of the child or a member of the child's family.
2. The Birth Certificate number will be recorded.
3. If we have sight of a "full" birth certificate and where the parents are not married we will check to see if the father is named as parent.
4. If we only have sight of an abridged certificate that does not name either parent the form "Parental Rights and Responsibilities will be issued.
5. If the father is named on the full certificate he has automatic parental responsibility for the child unless this has been revoked by Court Order.
6. If the father is not named on the full certificate the form 'Parental rights And Responsibilities' will be issued to determine who has these rights.
7. Until the situation has been determined we will assume that only the birth mother has parental responsibility.
8. If the child has been adopted we will ask to see the Adoption Certificate and use this to establish parental responsibility.
9. If the child is in the care of foster parents we will contact the relevant Social Worker to determine who has rights and responsibilities for the child.

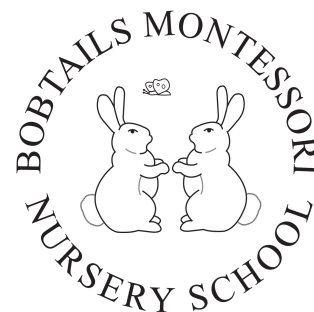
## Procedure in the Event of a Lost Child in the Nursery

Our policy is to ensure that access/exit doors are closed and cannot be opened by the children on their own. We also take care that safety gates are in place and that the outside play area is secure and supervised. When children are taken outside of the school boundaries they will be adequately supervised at all times.

In the unlikely event of a child being lost:

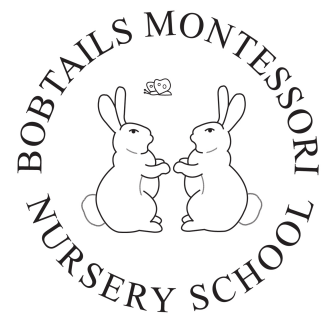
- The first indication that a child might be missing would be that one of the adults would notice that fewer than expected children were present.
- A member of staff would check that no children are anywhere else in the building or in the outside area – including the toilet and kitchen
- The children would be asked to sit together in order for the supervisor to check the children off against the register for the day





- A member of staff would be asked to search outside the immediate area
- The children would be asked if they have seen the missing child leaving the school boundaries
- The parent would be contacted in case the child had managed to get out of the building or had been collected without the staff's knowledge
- The police would be alerted (999) after all the procedures had been followed
- Information for the police:
  - a. Name and address of the setting
  - b. Child's name and address
  - c. The time the child was first identified as missing
  - d. Where they were last seen and what they were doing
  - e. Whether or not there were any indications of a problem
  - f. Child's age, sex and what they are wearing
  - g. What steps has been taken to find the child and who is still looking for them
  - h. An up to date photograph of the child taken from the child's learning journal
- If the Principals are "off- site" at the time of the incident they will be notified immediately.
- It is important not to alarm the other children. It is also important to ensure that the attendance register is completed daily, that any telephone messages regarding absent children are noted and that any parent collecting a child early informs a member of staff before the child leaves the premises and the time of the departure should be recorded in the register.
- Whoever accepts a child into or out of the premises is responsible for recording the information in the register and informing the supervisor of the day.
- If a child were to go missing a full risk assessment will be implemented immediately after the child has been found. The incident will be documented at a suitable time after everything has been resolved and Ofsted informed in writing of the outcome of the incident





## Visitors

We welcome visitors to our nursery in a variety of ways. Some will be prospective parents others may be outside agencies. Security for the children and staff is of paramount importance and all visitors must sign in our visitors' book, stating arrival and departure times. Visitors will not be left alone with any children. When a visitor arrives the following procedure must take place:

- a. Greet the visitor and if they are not expected determine the purpose of their visit.
- b. Where appropriate check identification & ensure that visitor does not appear to be under the influence of alcohol or drug. The member of staff checking identification needs to initial the visitors book
- c. Record the organisation or link to the child and the purpose of their visit, arrival and departure times
- d. Point out the requirements shown on the visitors book : no smoking, mobile phone policy, evacuation procedure, supervision of visitors
- e. Ask them to sign the visitors book
- f. Supervise the visit at all times
- g. Ask them to sign out when they leave

Any person arriving at the nursery under the influence of alcohol or any other substance will be refused access to the premises. Any parent attempting to collect their child under the influence of alcohol or any other substance will be asked to nominate another responsible adult to take both parent and child home.

