## Arrivals and Departures Policy

*Safeguarding and Welfare Requirements / 3.4, 3.72, 3.76*

It is the Manager's responsibility to ensure that the records kept on the children are accurate and that any arrivals and departures are recorded promptly. The register is included in our daily diary. It will always be kept in an accessible place on the premises.

### Arrivals

Children will be welcomed at the door and the person greeting will establish if the child is ok and if there are any messages that the Key team need to know about the child's welfare for that day.

The child's temperature will be taken.

Staff should register every child for each session they attend. They should operate a 'running tally' to ensure they are always aware of the number of children in their care at any one time. This is to include children on a visit from another area or new settlers. Irrespective of the number of children in the setting, there will always be at least two staff on duty. At least one of these must be qualified to a minimum of level 3 in a senior role and all staff have a full paediatric first aid qualification.

### Outdoor Play

When going outside to play, staff must always be aware of the children in their care. If any children are collected or dropped off whilst the group are outside, the diary/register/whiteboard tally should be updated immediately. Staff must count children to ensure they have the correct number when returning into the building.

### Home-time

Parents will be given verbal information regarding their child's day at nursery when they are collected this will include any care given, food eaten and likes/ dislikes plus any concerns or supplies needed, such as nappies. Children in Sunbeams will be provided with a link book in which this information will be completed and sent home too.

If the child is to be collected by someone other than the parent/carer, staff must be told, and it should be recorded on the diary at the start of the session. The adult concerned must be named on the registration form, known to the staff and must be 16 years of age or older. If an adult who isn't on the registration form arrives at the setting to pick up a child, the setting must ring the parent/carer immediately. A password system is used to identify a person not known by staff. Only with prior arrangement and clear details from the parent/carer will a child be released to an unknown person, such as a family member or friend. The parent/carer must telephone the setting straight away if they are likely to be late collecting their child. There will be a charge for late collection.

**Arrivals and Home-time Procedures**

*Safeguarding and Welfare Requirements / 3.4, 3.72, 3.76*

Staff must alter the whiteboard tally when children depart from the setting. The attendance register should be finalised every evening. The attendance registers should always be filed in the office and be available for inspection. The last two staff on duty must check every area to ascertain that no child has been left behind and the building is securely locked. Staff attendance and absences will be recorded on the register too.

Visitors MUST use the Visitor's Book in the entrance to sign in and out of the setting – including dates and times. They will also be informed of our Mobile Phone policy as part of our Safeguarding procedures.

**Absences**

There will still be a daily charge for any absences as described in the contract. Skylark Day Nursery will not charge for any days that are out of the parents'/carers' control e.g. early closure of the setting or pre-determined annual closures. It is at the Skylark Day Nursery discretion to waive fees due to long-term sickness/absence. If a child is absent and we have not had contact from the parent/carer which reassures us that the child is safe the duty manager will try to contact the parent carer to find out the reason for the absence. If there are concerns that the child may be at risk procedures in line with our Safeguarding and Child Protection Policy will be put in place. All information will be passed to the Designated Safeguarding Lead. Regular absence from the setting may indicate that the family is having some sort of

difficulty. The DSL will offer support where necessary by linking the family with appropriate statutory agencies.