Arrivals and Departures Procedure

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 will always be kept in an accessible place on the premises.

Arrivals

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 room 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 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.

Departures

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.

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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 must be recorded on the register.

Visitors MUST use the Visitor's Book in the entrance to sign in and out of the setting – including dates and times.

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. If a child is absent without explanation for more than three days, it is the manager's duty to telephone to find out the reason for the absence. Regular absence from the setting may indicate that the family is having some sort of difficulty. The manager will try to find out the cause and will offer support where necessary by linking the family with appropriate statutory agencies. Skylark Day Nursery staff will always try to find out the reason for any prolonged, unexplained absences.

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Review Date	Name	Position	Signature

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