

Growing Together Federation

Mapledean Nursery School

Name of Policy: **ARRIVALS and DEPARTURES**

Signed

Chair of Governors

Date 5.10.21

Statement of Intent

We are committed to safeguarding children in our care by following this procedure for the arrival and departure of children to and from the nursery.

Aim

To ensure the safe arrival and departure of children

We will achieve this by:

Arrival

- In the morning the playground gate will be open between 0900 and 0920 for those children entering Nursery via the playground entrance.
- In the afternoon, the playground gate will be open between 1200 and 1220 for collection of morning children and arrival of afternoon children.

Please note: Any parents arriving after these times will bring their children into Nursery through the main office entrance and be marked in the register as late.

- A member of staff will greet children and families at the both entrances on arrival and departure. They will ensure that both the playground gate and main door are securely closed at the above mentioned times.
- Parents/carers will drop their children punctually at the appropriate entrance the the Nursery building.
- A member of staff records children present on the class register as soon as the children arrive.
- If children have not arrived by 0930/1230 and we have not been informed by the parent/carer, the school secretary will phone parents to find out why they are not in school. This information will be recorded for our records.
- If we are unable to contact the main carer, then all emergency numbers will be telephoned to ascertain the child's whereabouts and gain reassurance about their safety. If no contact can be made, staff will make a home visit.
- If all procedures have been followed and there is still no response then the matter will be reported to the police and the child will be classed as a 'missing' child.
- Children self-register in their classrooms.

Departure

- At the end of the morning session a member of staff from each main class will open the main door and playground gate at 1200, where they will remain until all children are dismissed. In the afternoon, a staff member will open the main door at 1500 for the 30hrs children and at 1545 for the afternoon session. A member of staff will call children one by one as their parent/carer arrives. The support staff wait with the remaining children on the carpets and assist the class teacher with handover.
- Children are only allowed home with individuals named by the parent. In the case of an emergency, a phone call from the parent is necessary. If somebody different arrives to collect a child, and we have not received prior notification of this, the parent will be called to ensure this has been arranged. This will be the procedure we will follow - even if staff know the adult who has arrived to collect the child.
- If we are informed that someone other than the named parent/carer will be collecting a child, we ask that you provide us with all relevant information to help us identify this person. A password will also be agreed, which will be written down and shared with relevant members of staff. You must ensure that the person who is collecting your child is made aware of this password and is ready to present it on arrival.
- If a child leaves Nursery before the end of the session for any reason, they must be collected from the main entrance by the office and signed out on the register.
- We will not hand a child over to persons we understand to be under 16 years of age.
- We will reserve the right to retain a child in Nursery should the adult collecting them appear to be under the adverse influence of alcohol or drugs. Should this situation arise we would contact a further named family contact from our records to ask them to arrange safe collection of the child.
- All visitors to the site are required to sign the visitor's book and wear a visitor badge. They must read the **Health and Safety Information for Visitors** information sheet prior to entering the Nursery classrooms. Visitors must leave their mobile phones in the office if they are to be unaccompanied during their visit. A staff member must also ensure that ID is checked.
- Staff register their arrival and departure on the staff attendance card. Members of staff who leave the premises for any reason during the nursery day will record this additional information on this card in the designated field.

For further information on Late or Non-collection of a Child – please refer to the school's procedure.