

## **Arrival and Departure Policy** **(Premises and Security)**

*Providers must only release children into the care of individuals who have been notified to the provider by the parent and must ensure that children do not leave the premises unsupervised. Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.*

*EYFS Statutory Framework page 28.*

### **Our policy for Arrivals and Departures: We believe:**

That Children and families will receive a warm welcome on their arrival and safety of everyone on premises will be paramount during arrival and departure to and from the nursery

### **Our procedures for Arrival and departure are:**

- Parents/Carers and children will only be allowed to enter and exit nursery one family at a time, this is to prevent congestion and the possibility of children trying to get in and out without their adult.
- The door will be shut immediately after anyone has entered or left and will not be left or held open by anyone.
- All children will be welcomed by their key person or a well-known member of staff.
- Your child will then come into the cloakroom and find their peg with their name on, the children will then enter the playroom
- Staff and parents will have a discussion around how the child has been during the night or over the weekend, if they have slept, eaten well or been anywhere interesting.
- Children will not be allowed to leave the building with anyone under the age of 16 years of age; this could lead to the late collection policy and the Non collection of child policies being followed.
- Always keeping the register up to date, including names of all the children looked after on the premises, their hours of attendance, their key person and their dates of birth. All children's attendance will be marked down on arrival and on departure.
- Children will not be allowed to leave nursery with anyone other than a nominated person or their parent or carer. If a parent has nominated someone in the child's enrolment paperwork who is able to collect the child but staff members are unsure to the correct identity or haven't seen the specified person before then a phone call will be made to the parent to clarify that the person is able to collect the child. If the parent can not be reached the child will stay within the nursery until the parent/ emergency contacts and staff have come to an agreement.

- Should a parent wish their child to be collected by someone else - we ask parents to notify nursery in advance and ask for them to give a password as well as a description of the person coming to collect.
- All parents/ visitors that are staying in nursery longer than the time it takes to pick up or drop off their child will be asked to sign in the visitor's book and their I.D. will be checked which is situated in the entrance.
- Within the nursery we operate a security system; ensuring people cannot access nursery without pressing the buzzer and being let into the building by members of staff.