



Arrival and Departure Policy

This policy will be reviewed on an annual basis

Aim: To ensure the utmost safety of every child whilst arriving and leaving the setting and to ensure visitors are supervised at all times.

The entrance into the Nursery is secure, upon arrival please ring the buzzer and wait for a member of staff to greet you.

Children:

Arrival: The person dropping off should feedback to the staff member any information regarding the child, this information will be used to assess the child's day.

Some of the information exchanged will be as follows:

- An overview of the child since their last attendance
- If they have eaten before attending nursery
- Are they in good health? If not, what are the problems?
- Who will collect them at the end of the session?
- Have they had medication in the past 12 hours? If yes, what was given?
- The arrival and departure time of each child will be recorded on the registers.
- Any specific information provided by parents will be recorded in the child's chronology and passed onto the relevant member of staff or management.
- If a parent/carer requests that their child needs to be given medicine during the day the staff must ensure that the medicine is prescribed and signed by the doctor, in the original packaging and is in date. Following this a consent form is to be completed and signed, it is staff's responsibility to ensure that correct dosage and course guidelines are followed. (Staff should follow administration of medicine policy)
- If a child has an existing injury, bruise, bump etc... Parents/carers have a responsibility of informing staff of this when dropping the child off and should complete an existing injury form.

Departure: Parents should arrive at their child's booked collection time, if you are running late or should an alternative person be collecting please phone to inform us.

Pin: When your child starts, they will be allocated a unique personal identification number (PIN) this can be given to a suitable adult aged over 16 years to collect your child if you are unable to and suitable to look after your child in your absence. Please ask the person to bring photo ID and quote the PIN when they collect. This is your permission for us to release your child to them.

If Pippins is unable to identify the person with the details provided by the parent, unfortunately we will not be able to release the child from our care. These procedures are extremely important to ensure the safety of your child.

Adults: Early Years Educators sign themselves in upon arrival. All visitors to Pippins must ring the buzzer and wait to be greeted by a member of staff. Before entering, the visitor's business must be stated.

The visitor must sign themselves into the visitor's book, hand in their mobile phone and wear our visitor lanyard. Inform the visitor of emergency evacuation procedures.

Upon leaving, enter the departure time.

This policy was adopted at a meeting of Pippins Pre-School and Nursery

Held on Wednesday 19th October 2023

Signed on behalf of the Management Trustee Directors

A handwritten signature in cursive script, appearing to read 'Rachael', written over a horizontal line.

Role of signatory (e.g., chair etc.)

A horizontal line with the word 'Chair' written in a simple, sans-serif font below it.

Commenced 2006 Reviewed 17.10.2022, 09.02.2024