

Arrivals and Departures

(Setting Name) will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the nursery until the registration form is complete with all necessary information as identified in the EYFS.
- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Departures

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given.
- (Setting Name) reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child.
- Children must be signed out by a member of staff.
- Departure times will be recorded by staff and the staff member's initials recorded on the register.

Late collection

- Late collection of children may result in a charge of (*insert amount*) for each additional fifteen minutes, unless prior arrangement has been made with the manager/supervisor.

Escorting procedure

- All regular escorts will be known to the childcare provider and must hold a current CRB check and ISA registration number (when required by the Independent Safeguarding Authority)
- A full risk assessment will be carried out before children are escorted.
- Adult: child normal ratio requirements will be exceeded where necessary.
- Children will walk in pairs.
- Staff will ensure that children walk on the inside of the path.
- When crossing a road a staff member will be at each end of the group, ensuring they are the first to enter the road and the last to leave the road.

(Setting Name) will incorporate road safety training for the children and staff into their planning.

Non Collection of Children

(Setting Name) will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

Lincolnshire Safeguarding Children's Board Customer Service Centre:

Office Hours: Tel. 01522 782111

Out of Hours: Tel. 01522 782333

This policy has been adopted by (setting name)

Signed on behalf of the setting by:

..... *Chairperson/Owner (delete as appropriate)*

..... *Secretary/Manager (delete as appropriate)*

Date:

Review Date: