

Arrivals and Departure Policy

Reviews and Amendments:

• Implemented	02 nd January 2013	Laura Leigh Wayman
• Reviewed	15 th January 2013	Laura Leigh Wayman
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• Reviewed	17 th February	Sara Bradley
• No changes	06 th March 2017	Carla Gibson
• Updated	13 th April 2017	Laura Leigh Wayman
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Child's Play Private Nursery Ferryhill

Policies and Procedures

Arrivals and Departure Policy

Daily registration system- Child's Play Private Nursery provides a system for registering children, parents, staff and visitor's attendance on a daily basis which shows their hours of attendance.

Children are logged on a daily register, this logs the time in which they arrived and departed from the nursery. These are located in the nursery rooms, and archived on a weekly basis in the manager's office.

Staff are required to fill in the 'signing in and out sheet' on a daily basis, again this logs the time in when they arrived and departed the setting- staff are very much aware that they must fill this in to meet health and safety requirements but also that the manager uses this to work out how many hours they have worked for purposes of wages. This is located in the manager's office.

There is a visitors and parents signing in and out form which logs the time in which they have arrived and left the setting. This is located next to the main entrance. We do not ask parents to sign or out for the purpose of a drop off and pick-ups, just periods over fifteen minutes, for example a meeting with a staff member or attending an event such as a 'Stay and Play.'

All of the documents are then stored at the end of the week in the appropriate file in the office- the deputy manager is responsible for checking that these systems have been working appropriately and report any issues with the systems to the manager. These will also be kept for a minimum of three years.

Documentation Policy- it is a requirement that we must record the name, address, date of birth of each child and the name of each child's special carer (Revised EYFS) for all children who are looked after on our premises. – Please refer to the said policy for detailed information on how we collect this. This policy also discusses in detail what information is collated in a child's individual registration form- these will be stored in locked filing cabinets.

Information regarding the statutory data collection information by the local authority is issued, and given to families upon registration.

Checking identity- We have agreed procedures for checking the identity of visitors (Revised EYFS), we ask for photographic ID from persons from professional companies, examples of this could include Ofsted, local authority early years' team, electrician etc....

We also ask that parents provide photographs of their child's emergency contacts along with passwords. These are logged in the individual child's registration form. (Revised EYFS).

In addition to this, we have a CCTV and intercom system in place which means that we can verify people and visitors externally at the garden gates before given them access on to the nursery site.

If we cannot verify a person, or have any reason to believe they are not who they say they are we will NOT allow them entry to the setting.

We will NEVER allow a child to leave the premises unsupervised (Revised EYFS).

Visitors- We monitor visitor's access and record the following on a visitors signing in and out log sheet- this includes the persons:

- Full name
- the name of their organisation, company, job title or link to child, for example, parent or grandparent
- the purpose of their visit
- accurate details of the arrival and departure times
- initials of the member of staff that checked the visitor's identity
- How you check the identity of visitors. (for example passport, ID card, DBS)
- signature of the visitor

Other points which we have taken into consideration-

- **Alcohol & other substances-** If a visitor, parent or staff member arrives at our premises under the influence of alcohol or any other substance, we would refuse entry to all persons. We cannot however refuse anybody who has legal responsibility and stop them from taking a child home- in this instance we would try and talk to them to raise our concern and ask if they would give us permission to contact another person(s) with permission to collect the child. If, however they refuse or become irate we will inform them that we will allow them to collect but that we would be in contact with the local safeguarding board or Initial Response team to disclose our concerns, regarding our concerns about substances. If they become violent or abusive we would immediately contact the police via 999.
- **Persons under sixteen-** we will not allow any persons under the age of sixteen to collect a child from the nursery. If we believe a child is younger, we may ask for ID to verify age.
- **Other persons in Ferryhill Community Hub-** the nursery is located in a large building; there are other private agencies which operate in the building. The staff are very much aware of this. No unauthorised persons have access to any area of the nursery as we have specific locks in place so that they cannot access the nursery, only vetted persons are allowed entry by management staff (this may include the Hub directors or Security Officer).
- **New employees, existing employees, students, volunteers and visitors** are informed of the security procedures in place in the setting and the purposes behind this. i.e. which doors are locked, door alarms.
- **Security codes and key holders:** only Child's Play Private Nursery Management staff and seniors are key holders and relevant staff are aware of the codes and are key holders for the setting, therefore are the only persons who can gain entry the nursery.