

Arrivals and Departure Policy

Reviews and Amendments:

• Implemented	02 nd January 2013	Laura Leigh Wayman
• Reviewed	15 th January 2013	Laura Leigh Wayman
• Amended	16 th August 2013	Laura Leigh Wayman
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• Reviewed	17 th February	Sara Bradley
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• Amended	09 Feb 2018	Laura Leigh Davies
• No Changes	13 May 2019	Gareth Davies
• Updated	06 February 2020	Gareth Davies/Laura Davies

Child's Play Private Nursery

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, these are located on the Blossom Educational Software system which has been introduced by Child's Play Private Nursery. This can be accessed by any member of staff and should be completed as soon as children arrive on setting.
- 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. All staff should ensure that this completed daily to ensure Child's Play Private Nursery meets health and safety requirements. The Nursery or Deputy Manager is responsible for monitoring this and also use this to calculate how many hours staff have worked for purposes of wages. This is located in the manager's office.
- Those on flexible working arrangements must log weekly the agreed overtime/ flexible working arrangements on the signing in and out form mentioned above. Failure to do so will mean the hours will be lost and not payable.
- 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 filed at the end of the week in the appropriate file in the office or server. The management team is responsible for checking that these systems have been working appropriately and report any issues with the systems to Head Office and Senior Management Team. These will be kept for a minimum of three years.

Visitors- Child's Play Private Nursery monitors visitors access and record the following on a visitors signing in and out log sheet- this includes the persons:

- Visitors full name.
- The name of their organisation, company, job title or link to child e.g. 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 the identity of visitor(s) was checked e.g. Passport, Corporate ID badge.
- Signature of the visitor.

Checking identity- Child's Play Private Nursery has procedures in place for checking the identity of visitors in accordance with statutory guidance, we ask for photographic ID from persons representing professional companies, agencies or other bodies, examples of this would include Ofsted, Local Authority Early Years' Team, Maintenance Staff, Sales Reps 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 as per statutory guidance.

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.

Unverified visitors/Unaccompanied Children: If staff cannot verify an individual or have any reason to believe they are not who they claim to be they should not under any circumstances allow them entry into the setting. Staff should also never allow a child to leave the premises unsupervised. Failure to adhere to either of these instructions may lead to Disciplinary Action against staff for gross misconduct.

Abusive persons on site: In the unlikely event of an individual becoming aggressive, abusive and/or violent on site, staff should refer immediately to lockdown procedures. Such action would also support our duty to safeguard the well being of staff, children and other visitors from any potential harm.

Other points to be considered regarding visitors-

- **Under the influence of Alcohol or other substances-** If a visitor, child's family member or staff member arrives at our premises under the influence of alcohol or any other substance, staff can and should refuse entry to these individuals and make a member of the management team aware this has occurred.
We cannot however refuse anybody who has legal responsibility and stop them from taking a child home-in this instance staff should try and talk the individual to raise their concerns 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 staff should inform them that we will allow them to collect the child but that we would make contact with the local Safeguarding Board or First Contact to discuss our concerns. If the visitor becomes angry, violent or abusive staff should 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 as for ID to verify age.
- **Other persons in Ferryhill Sport and Education Centre (Building) and Chester-le Street, Sure Start Centre-** These two sites of Child's Play Private Nursery are located in a large buildings and as such there are other private agencies which operate in the building with their own staff and visitors. Staff should be aware of this and ensure no unauthorised persons have access to any area of the nursery even if they have already been given access to the wider building site only verified persons are allowed entry to nursery by management staff.
- **New employees, existing employees, students, volunteers and visitors** – All new and existing members of staff should be informed of the security procedures in place in each Child's Play setting e.g. which doors are locked, codes for door alarms where applicable etc.

- **Security codes and key holders:** Only Child's Play Private Nursery Management Staff and Room Managers are key holders. Key Holding members of staff should be aware of security and alarm codes as part of their responsibilities as key holders for their individual setting, therefore these should be the only individuals who can gain entry nursery buildings and sites.

Other Policy and Procedure Linked to this include:

- Admissions Registrations and Enquiries Policy
- Fire Drills, Lockdown and Evacuations Policy
- Late Collection of Children Policy
- Risk Assessment Policy
- Safeguarding Policy