

## **Arrival and Departure of Parents, Employees, Volunteers, Learners and Trustee Board**

Children think it is very important that they are kept safe while at nursery. When discussing arrival and departure some children said...

***“The button is up there, only mummies and daddies are allowed to press it. And nannies but not children, ‘cause we are down here”***

***“Adults are can open the door, because they need to get on their bike, sometimes, go to work”.***

*The following procedures are to be adhered to for the health and safety of all people using the Charity:*

### **Employees, Volunteers, Learners and Trustee Board**

- On arrival all employees, volunteers, learners and Trustee Board must sign in stating the time of arrival.
- On departure all members of staff, volunteers, learners and students on placement must sign out stating time of departure.
- Registers must be taken ensuring that all children & staff are marked in on arrival and out on departure.
- Parents/Carers who dropping or collecting children are recorded on the register
- All visitors entering the building including parents having a tour of the nursery, volunteers, Trustee Board, partners and other professionals, must sign in and out the Visitors Book and a badge issued.
- All employees must remain vigilant when visitors are entering the Centre and challenge their purpose; and challenge if they do not have a badge.

### **1. Parents/Carers**

- Children must not enter or leave the premises unaccompanied.
- Parent/carer must ensure that a member of staff is aware that your child/ren has/have arrived and been entered onto the register and also signed out when being collected.
- Parent/carer must not leave their child/ren before their contract start time without previous arrangements being made with a senior member of staff.
- The Charity must be informed of any other person collecting your child/ren, who has not been listed as an authorised person. Failure to do this could result in the person being refused the authority to take the child/ren.

- Late collection of child/ren may be subjected to a fine.

Should a child/ren be left on the premises at the end of a session without any contact being made from the Parent/carer the "Uncollected Child Policy" (Safeguarding policy pack 2 of 3) will be followed.

Policy Name	The Arrival/Departure of Parents, Employees, Volunteers, Learners and Trustee Board
Version Number	V1
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/involved in developing the policy	Children at The Lloyd Park Children's Charity and Higham Hill Daycare
This Policy was adopted by	Trustee Board Reviewed by Senior Keyworkers
Date	December 2017
Signed	
Name	James Wragg
Role	Chair
Next Review Date	December 2018