

### **Arrivals and Departures Policy**

All parents/guardians must use the key pad or intercom entry system to gain entry to the setting. For security purposes it is important that everyone who enters the building uses this system and that no one is allowed access to the building without being acknowledged by a member of staff.

Parents/guardians are requested to pass the care of their child to a member of staff who will ensure their safety and record their attendance on the register, along with who their allocated key person/buddy is for the day.

Parents/guardians will be asked to provide a security password for use in emergency situations as well as verbal confirmation that another adult will be picking the child up. This enables practitioners to verify the right of adults unknown to them to collect a child from the setting.

Under no circumstance will a child be allowed to depart from the setting unless it is with a previously identified authorised person. For arrivals and departures of visitors the appropriate records must be completed for entry and exit e.g. in the visitors book. A member of staff must always acknowledge the departure of a child, giving feedback to the parent/guardian or adult picking the child up and record their departure on the register immediately.

Should there be any concerns regarding the arrival or departure of a child for example there is reason to believe that the adult is incapable of driving or is over the limit through drink or substance abuse this will be immediately reported to Kerry Allen (Nursery Manager) or Naomi Washer (Deputy Nursery Manager) See Alcohol and Drug policy and procedure.

Parents or visitors are not allowed to use their phones or cameras inside the nursery. Staff are requested to politely ask any person who is in breach of this policy to put their phone/camera away or to exit the grounds if they want to continue their phone conversation. The playrooms and gardens have a strict no mobile phone policy and we believe it is an important time of the child's day when they transition and say goodbye to their parents and hello again. The children have very busy enjoyable days which they want to share.

*This policy was revised at a meeting during the month of January 2019 Kerry Allen (Nursery Manager) and Naomi Washer (Deputy Nursery Manager) were present.*

*(Policy to be reviewed during the month of January 2020 spring term).*