

ARRIVALS AND DEPARTURES POLICY

At Conkers we recognise that arrival at nursery is an important time for both parent and child. We provide a warm and personal welcome to all families so that each child is able to make a smooth transition from home to nursery.

Entry to the nursery is through the nursery garden gate, which is secure and supervised by staff.

Parents/ carer will pass the care of their child to the staff member at the gate and any specific information or instruction provided by the parents must also be recorded.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed. Before leaving the child, the parent must sign the appropriate request form.

If a child arrives with an injury an incoming injury form must be completed before leaving the child.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. This procedure will have been recorded on the registration form and will be regularly confirmed or updated with parents. A password is required for the designated adult.

Feedback on the Childs day will be given as appropriate, if a parent has a concern please talk to a member of staff so a mutually agreeable time can be arranged as departure time can be busy.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements immediately. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, a staff member must sign and time the child register immediately to show that the child has left the premises.

Adults arriving under the influence of alcohol or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit in the visitors' book. Visitors are supervised at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
31/8/19	Tina Graham	31/8/20
Reviewed 22/09/21	Sarah Emery	22/09/22