



ARRIVALS AND DEPARTURES POLICY

Arrivals and departures of children

It is Monkey Puzzle Day Nurseries' policy to give a warm welcome to each child on their arrival.

Parents are requested to pass the care of their child to their child's Key Worker. The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. Photo identification and a password are also required where possible for the nominated adult.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

On departure, the daily attendance register must be immediately marked to show that the child has left the premises.

Adults arriving under the influence of alcohol or drugs

The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

**Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book.

Daily Registration

Daily records of attendance will be kept at the nursery and the relevant forms **MUST** be used.

Official registers will be completed at the beginning of each session. These must be kept up to date at all times and children signed in or out. These records are vital to evidence when children were in each room. If children move rooms they must be signed out of one and into the other.

The same is true of staff. You **MUST** sign in and out of each room. This is also vital for evidence. If any allegation were made against a member of staff it is imperative that we have accurate records of where that member of staff was between certain times.