Fledglings Day Nursery

# Children’s Arrival and Departure Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

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## 1 Introduction

The whole day matters in the revised EYFS (Sept 2014) and this includes the time when children arrive at and leave the school/setting.

Staff need to ensure that these times are given appropriate priority and children are

welcomed and said goodbye to in the way they prefer.

## 2 Aims and objectives

This policy is aimed at ensuring all staff give a warm and friendly welcome to each child on arrival and ensure they depart safely at the end of each session.

The overall objective of this policy is that it supports the children’s emotional well-being

and sense of belonging when they arrive at or leave the school/setting.

**3** **Arrival and departure**

It is the responsibility of the headteacher/manager to ensure that an accurate record is kept of all children in the school/setting, and that any arrival to or departure from the premises is recorded accurately in the register.

**3.1** The register will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the Off-sites visits policy). This process will be supplemented by regular head counts during the day.

**3.2** Records of daily registers are kept by the school/setting for three years.

**3.3** On arrival, a member of staff will welcome the child in their preferred way and then record the child’s attendance in the daily register, including the time.

**3.4** If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session by completing the relevant consent form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

**3.5** In the event that someone else should arrive without prior knowledge, the school/setting will telephone the parent/carer immediately.

**3.6** If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the medication permission form.

**3.7** Arrangements for children in after school provision leaving the school/setting at the end of a session with persons other than parents/carers will be a matter for discussion between the headteacher/manager and parents/carers

**3.8** If the parent/carer or alternative nominated adult is going to be late to collect their child, staff should be informed of this wherever possible.

**3.9** Upon departure, the register will be marked to show that the child has left the setting/school. The time of departure will also be recorded where this is appropriate.

**4 Absences**

If a child is going to be absent from a session, parents/carers must where possible indicate this to the school/setting in advance.

**4.1** If a child is absent without explanation staff will contact the parents/carers to try to ascertain the reasons for the lack of attendance.

**4.2** It is recognised that regular absences from the school/setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies.

**4.3** The school/setting and its staff will always try to identify the causes of prolonged and unexplained absences.

## 5 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**