

# **Growing Together Federation**

Henry Allen Nursery School

Name of Policy: **ARRIVALS and DEPARTURES**

## **Statement of Intent**

We are committed to safeguarding children in our care by following this procedure for the arrival and departure of children to and from the nursery.

## **Aim**

To ensure the safe arrival and departure of children

## **We will achieve this by:**

### **Arrival**

- In the morning the gates are opened at 9.10am and close at 9:20am. In the afternoon the gates are opened at 12:10 and close at 12:20pm. Any parents arriving after these times will bring their children into Nursery through the main office entrance and be marked in the register as late.
- The staff member manning the children's entrance will ensure the side gate to the Warren is padlocked, and the gate to the garden is bolted. They will also lock the classroom door and ensure the black gate is closed.
- A member of staff will greet children and families at the children's entrance door on arrival and departure.
- Parents/carers will drop their children at the main door.
- A member of staff records children present on the class register as soon as the children arrive.
- If children have not arrived by 9.30/12.30 and we have not been informed by the parent/carer, the school secretary will phone them to find out why they are not in school and record her actions.
- If children in the Warren have not arrived by the above times, staff will phone the school secretary to follow up the child's absence, and record her actions.
- If unable to contact the main carer, then all emergency numbers will be telephoned to ascertain the child's whereabouts and safety. If no contact can be made, staff will make a home visit. If all procedures have been followed and there is still no response then it will be reported to the police and the child will be classed as a 'missing' child.
- Children self-register in their classrooms.
- Any change of collection is noted and a password is agreed and written down in the password book. All relevant staff members are alerted.

- Parents are asked to send a photograph of adults who will be collecting their child.

### **Departure**

- At the end of the morning session a member of staff from Hedgehog class unlocks the gate to the Warren. At the end of the afternoon session this is done by a member of staff from Badgers class. The class teachers open the doors, and call children one by one as their parent/carer arrive. The support staff wait with the remaining children on the carpets and assist the class teacher with handover. Afternoon children leave through the Squirrel and hedgehog classrooms.
- In the Warren, children are handed individually to parent/carer.
- Children are only allowed home with individuals named by the parent. In case of emergency a phone call from the parent is necessary. If somebody different arrives to collect a child, the parent will be called to ensure this has been arranged, even if staff know the adult. Staff to check the back of the register for photograph ID.
- If a child leaves Nursery before the end of the session for any reason, they must be collected from the main entrance by the office and signed out on the register.
- Children attending lunch club are to be collected from the children's entrance by 1pm.
- If a parent has informed us that somebody new will be collecting their child, staff should refer to the password handbook and ensure the password is known by the person collecting before allowing them to take them home.
- All visitors to the site are required to sign the visitor's book and wear a visitor badge. They must read the Health and Safety information for visitors before entering the Nursery classrooms. They must leave their mobile phones in the office if they are to be unaccompanied during their visit. A staff member must ensure their ID is checked.
- Staff register their arrival and departure on the staff attendance card.

**Late or Non collection of a Child – please refer to the school's procedure.**