



## **Out There Early Years Arrival and Departures of Children, Staff, Parents/Carers and Visitors Policy and Procedure**

### **Aims**

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

### **Procedure**

#### **Arrival of Children**

- On arrival, you will be met at the gates by a staff member. This staff member will allow you entry to the setting.
- On arrival parents and carer must bring their child indoors and register their attendance with the member of staff inside the premises.
- On meeting this staff member, they will record the child's attendance and time of arrival in the daily register.
- If the child's key worker is not available, the child will be made to feel welcome and be helped to settle in by other members of staff.

#### **Departure of Children**

- Parents must give the written information about names and contact details of all people authorised to collect their child on the Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements, in exceptional circumstances, have been made known to the senior staff member. In the event that someone else should arrive without prior knowledge, a worker will contact the parent/carer immediately.
- Children will not be allowed to leave the premises unaccompanied.
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.
- If staff do not recognise the person collecting the child, they will check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.

- The person collecting the child must approach a staff member, so that staff know who is being collected, and by whom, and they can witness the parent/carer signing the child out and pass on any relevant information.
- The person collecting the child will sign the register to show that the child has left the premises. The time of departure will also be recorded.

### **Late Collection**

- If the person collecting the child has informed the setting that they will be late, the child will be looked after either on the premises or at the after school club until they arrive.
- If the person collecting the child is late and has not informed the setting, the Uncollected Child Procedure will be followed.
- If a parent/carer is persistently late in collecting their child, the senior worker will record details and pass information onto the Management and services may be withdrawn.

### **Non Attendance**

- Parents must notify the setting in good time about attendance/non-attendance of their child by phoning the work number or by emailing [eyfs@outtherebristol.co.uk](mailto:eyfs@outtherebristol.co.uk)

### **Staff**

Details of staff working will be recorded and will include their arrival and departure times.

### **Visitors**

Visitors will be asked for proof of their identity and will sign in by using the visitor's book. Details recorded will include name, organisation (if applicable), and purpose of the visit, arrival and departure times.

### **Record-Keeping**

The register will be kept in an accessible location on the premises at all times.

[When going off site, the register \(or a copy of\) will be taken and be kept on the manager/deputy manager in a safe \(dry\) place.](#)

Records of daily registers will be kept by the setting for at least three years.

## **Information**

*NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.*

*Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.*

*Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the senior worker should notify Social Services.*

<b>This policy was adopted by:</b> Out There Early Years	<b>Date:</b> May 2017
<b>To be reviewed:</b> May 2018	<b>Signed:</b> <b>Jenny Brough</b>