



## **Arrivals and Departure Policy**

Rainbow Nursery's opening hours are between 7.30am and 6pm. (7.30am until 8.00am must be booked separately.) Some practitioners are on the premises before this time to ensure the smooth running of the day ahead and to prepare the nursery for opening.

### **Arrival**

We open our doors to welcome children and parents from 7.58am (or 7.30am if the child is booked in for an early bird session), allowing parents time to remove children's coats and settle their children before the start of their day and sign them into the register.

Parents/carers are requested to pass the care of their child to a specific practitioner who will ensure their safety. Parent/carers are asked to sign children on to the daily register by writing the initials/names/signature and the time that they are dropping their child off. They are also asked to document by writing Y/N (Yes/No) in the 'any medication administered' column, to state if their child has had any medication before coming to nursery that morning.

Any messages passed on to the practitioners from the child's parent/carer will be documented in the diary if it is felt necessary. The practitioner who has spoken to the parent/carer is responsible for ensuring that the parent/carer signs the child into the register.

If children have not arrived by 11.00am a nursery practitioner is to inform a manager, so this absence can be noted. If a child misses more than 2 sessions, a manager would contact their parent/carer (see Child Protection Safeguarding Policy)

### **Departure**

We will only allow a child to leave nursery with a person who is authorised to collect the child. If this is someone other than the child's parent/carer, then the child's parent/carer must have informed us that someone else is collecting their child. The person collecting must have the password, which the child's parent/carer has provided us. This person must be over the age of 16 unless we have had written permission from a parent/carer.

If a child's parent/carer has not informed us that someone other than themselves is collecting their child and someone else arrives to collect them, even if they have the password we will not let the child leave with them until we have contacted a parent/carer to confirm that someone else is collecting their child. In the circumstances of an emergency or being unable to contact the child's parent/carers then a manager will make the decision as to if the child can leave with the person who has come to collect. In this situation as well as knowing the password, they will also be asked additional information to clarify they know the child.

If it is a regular arrangement that someone else will be collecting the child from nursery, we must have this in writing from a parent/carer. If it is a one-off collection by someone else, then a parent/carer stating this verbally to a practitioner/manager is acceptable. If a parent telephones to state that someone other than a person with parental responsibility is collecting their child from nursery, they must give the child's password or the child's date of birth to verify that it is someone with parental responsibility on the telephone.

Practitioners must always acknowledge the departure of a child and parent/carers are asked to sign the child out of the daily register by initialling/writing their name or signing and putting a time on the register.

Telephone: 01937 557 115

Fax: 01937 557 001

Email: [enquiries@rainbownursery.info](mailto:enquiries@rainbownursery.info)

Rainbow Private Nursery School Limited

Reg No 3711931, OFSTED Reg 400088

Directors: Mrs H Shields and Mr K Shields

If a child leaves nursery care and the register is not present due to the parent collecting from another location, i.e. outdoors. the practitioner will make note of the time that the child has left on their split register that they will have with them and then sign them out of the daily register upon returning to the room. The practitioner will write their name and the time the child was collected and who they were collected by.

### **Transition Visits**

When children are visiting another room within the nursery the following procedure must happen:

- The practitioner taking the child for their transition visit must sign the child out of the daily register upon leaving the room they have been signed into by their parent. The practitioner must write their initials/name/signature in the signing out column and write the time they have taken the child out of the room
- Upon arriving at the room the child is transitioning to, the practitioner who is taking the child for the visit must go straight to the register and write the child's name at the bottom of the daily register and sign the child into that room with initials/name/signature and the time that they have arrived.
- If the child is returning to their original room that day, the practitioners must sign the child out using initials/name/signature and the time the child has left the room.
- Upon returning to the child's room the practitioner must go to the register, write the child's name on the bottom of the register, and sign them in using initials/name/signature and the time they have entered the room.

### **Children play outside/in another area of the nursery**

See Children Out of Room Procedure

### **Practitioners Signing In**

All practitioners and staff within the nursery sign in and out of the premises. Upon arriving practitioners must sign into using the nursery signing in app on the room tablets. The practitioners must then sign out when leaving the room for lunch breaks or going to cover in another room within the nursery. They sign into each room that they go into to cover. They must sign out when they leave at the end of the day.

### **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.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above departure 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 a nursery practitioner will care for the child, 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.

### **Late collection of children**

There are always two practitioners left on the premises from 6.00pm in case any parents are running late. See Lost or Uncollected Child Policy for more details.

If a child is late, the practitioner in the child's room must sign the child out of the daily register with their name and time, documenting that that child has gone onto the 'late register'. Upon entering junior club, it is the responsibility of the practitioner bringing the child into Junior Clubs to sign the child onto the latest register. When a parent/carer collects the child from Junior Club the child's parent/carer must sign them out of the late register and write the time.

### **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 visitor's book. All unknown visitors are supervised at all times and are never left alone with any children. Visitors book records are kept for 6 months and then destroyed.

This policy was reviewed and amended in January 2020

This policy will be reviewed in January 2022 or before if there are any changes in legislation.

Signature: 

Lisa Watson  
Early Years Nursery Manager

### **June 2020**

Changes due to covid 19 outbreak.

Parents do not enter the building on drop off and collection.

Limit number of adults involved in drop off/collection max one per child where possible

Practitioners sign the child in on the registers on behalf of parents asking the relevant questions. and recording this information.

Practitioners sign children out on the registers when they are collected.

Parents and Practitioners to wear face coverings on hand overs

Practitioners use their own tablet where possible to sign in and out of rooms. If not possible use hand sanitiser.

No transition visits to take place at this time.

No visitors to the nursery at this time - unless necessary

New parent visits and settling in visits to take place outside

Wash hands on arrival and departure.

Practitioners wash hands on arrival, when moving around the site/rooms and on departure.

If children are not in nursery by 10.30am on a day they are expected to be in, a practitioner or a manager will ring the child's parents to check why they are not in nursery.