



St Bartholomew's Nursery Class

Policy on Statement for the arrival and departure of children

Aim

To ensure safety and security of children at all times.

Objectives

- To ensure parents are aware of procedure for the arrival and departure of children
- To ensure child's welfare at all times
- To ensure that all adults who enter the nursery have been identified

Role of Staff

- To know person/persons who are the named people to collect child
- To ensure each child is signed in on arrival
- To ensure each child is signed out on departure
- To ensure that key worker is informed if named person is not collecting the child
- To count and record children and adults present each nursery session
- Member of staff on door duty MUST challenge any visitor unknown to them as to their purpose
- Staff must alert SMT immediately without panic if unidentified adult is on premises
- Latecomers/early pick-ups: After answering the door entry buzzer, staff must be fully aware of the identity of the visitor before opening the door

Expected role of parent

- To ensure that the named person for collecting is available to collect child
- To ensure that staff are fully informed of any change to said arrangement
- If, during the course of nursery session, named person is delayed, then nursery should be telephoned as to who will collect child. This person should be known by child

Agreed strategies for above procedure

- Staff member on duty activates/deactivates alarm
- Staff ensure that each child is signed out before child leaves nursery
- Late comers – each key worker is responsible for adding child to recorded numbers
- Parents should seek out key worker if child is late so that they can be added to recorded numbers
- Parents should inform key worker if they wish child to be collected early

Signed: *Martina Macintyre*

Reviewed: November 2023