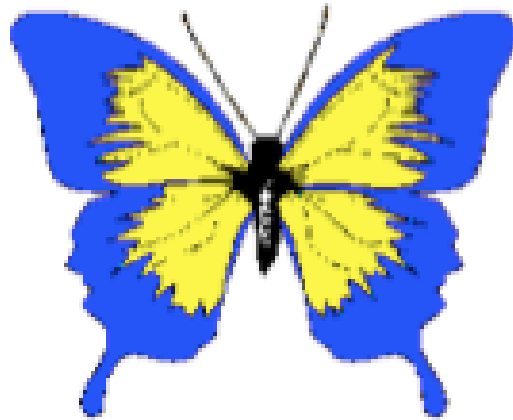


# New Monkland Nursery Class



*Getting it Right for Every Child*

## Arrival and Collection of Children Policy



Written: November 2019

Review: August 20

### **Arrival of Children at Nursery**

- On arrival at the nursery, parents/guardians will ring the buzzer which is allocated within the small vestibule at the main nursery door.
- A member of staff will open the door and welcome parent/guardian and child.
- All parents/guardians and children will enter the welcome area, where the child will remove outdoor jacket/shoes and put on indoor shoes.
- Parents/guardians will sign their child into the nursery. Each child's name is allocated in the appropriate group folder. These folders are situated in the welcome area.
- Parents /guardians will sign their name and log the name of the person who will collect their child. They will also record their time of arrival (for fire safety reasons).
- Latecomers will also enter as indicated above.
- Staff will activate door alarm (situated in internal playroom door) when children are in the playroom.
- Staff will record attendance on the register and inform office staff of any absences.
- Staff will record the number of children in attendance on the whiteboard at the playroom door.

### **Collection of Children from Nursery**

- A member of staff will check each sign in folder for any changes to the named person for that day. Changes to the named person should be phoned in by the parent/guardian prior to the child being collected. Any changes are to be noted in the appropriate folder against the child's name by a member of staff.
- Parents/guardians will enter the nursery as indicated above.
- Parent/guardian will sign their child out and record the time he/she was collected.
- A staff member will open the playroom door and call the child's name when their parent/guardian has arrived. The door alarm will be reset each time a child leaves the playroom.
- Staff will highlight each child on the register as they are collected from the nursery.
- If a child is not collected 10 minutes after their due time, a phone call will be made to the parent/guardian. Staff will escort child to the school office to await collection. Parent/guardian will be informed of where to collect their child.

### **Procedures Regarding Unfamiliar Adults Collecting Children from Nursery**

- On arrival at nursery, the parent/guardian should inform the member of staff who is at the door, if their child is going to be collected by an unfamiliar person to the nursery staff.
- An agreed password will be used/exchanged before a child will be handed over to an unfamiliar person.

- If the password is incorrect, the child will remain with staff and their parent/guardian will be contacted.
- If the parent/guardian contacts staff during the session regarding an unfamiliar person going to collect their child, staff will issue a password which will then be passed on to the unfamiliar person prior to them collecting the child.

### **UNCRC Links**

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4: The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 11: You have the right to be protected from kidnapping.