

New Monkland Nursery Class



Getting it Right for Every Child

Arrival and Collection of Children Policy



*Written: March 2025
Review Date: August 2027*



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Arrival of Children at Nursery

- On arrival at the nursery between 8:45 and 9am, parents/Carers will be greeted by a member of staff.
- After 9am parents/Carers will ring the buzzer which is allocated within the small vestibule at the main nursery door and a member of staff will open the door and welcome parent/carer and child.
- All parents/carers and children will enter the welcome area, where the child will remove outdoor jacket/shoes and put on indoor shoes.
- Parents/guardians will hand their child over to a member of staff who will sign their child into the nursery and ask the child what they would like to order for lunch.
- Parents /guardians will be asked who will be collecting their child.
- Staff will activate door alarm (situated in internal playroom door) when children are in the playroom.
- Staff will record attendance using the semis register by informing office staff of any absences.
- Staff will record the number of children in attendance on playroom registers positioned at both entrances into the nursery from the school and Foyer.

Collection of Children from Nursery

- A member of staff will check register 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.
- Parents/guardians will enter the nursery playroom floor as children sit with their keyworker.
- A member of staff will always be situated at the door to ensure all children are leaving safely with a responsible adult.
- Parent/guardian will ensure the keyworker has signed their child out and record the time he/she was collected.
- 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.