

PEMBURY SCHOOL HOUSE NURSERY

Arrival & Departure Procedure

Statement of Intent

We are committed to safeguarding children in our care by following procedure for the arrival and departure of children to and from the setting.

Aim

To ensure the safe arrival and departure of children.

Methods

- **A member of staff tick children/staff in.**
- **Any change of collection is noted.**
- **A password system is in place for each individual child.**
- **There is personal handover of each child.**
- **Children self register on arrival.**
- **Children are signed out if it is prior to regular departure time.**
- **Collection book is signed with notification from parent/carer.**
- **We ensure children are only released into the care of individuals named by the parent except where there is reasonable excuse, obtaining written permission from parents where children are to be picked up by another adult.**
- **All visitors sign the visitor's book and wear a badge.**

Late Collection

Should a parent be late collecting their child in the first instance the parent(s) would be contacted followed by the emergency contacts stated on the child's enrolment form. In the event of no contact being made after a period of one hour social services would be informed and direction taken.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.