



Arrivals and Departures Policy

This policy is in place to ensure the safety of each child as they arrive in school and the day care setting and to ensure all children depart safely at the end of their session.

When parents/carers are present in the building they are responsible for the care and wellbeing of their children.

Arrival of children

It is our policy to give a warm welcome to each child/family upon arrival at the school or day care setting.

As children arrive staff will:

- Immediately record a child's arrival time in the daily attendance register.
- Greet parents/carers and request any information regarding a child's wellbeing which parents/carers feel needs to be shared with staff.
- Record any specific information provided by the parent/carer which will support the child's wellbeing whilst they are in the care of Honley (CE) Junior, infant and nursery school including day care.
- Ensure that where a child requires medication during the day the parent/carer has completed a medication consent form and handed the medication to a member of staff to store safely.
- Ensure any pre-existing injuries are recorded and signed on the pre-existing injury form.

Departure of children

On no account will staff hand over a child to anyone other than the known parent/carer unless an agreement has been made at the time of arrival of the child that an alternative adult will be collecting the child. Where a parent/carer has informed and agreed with staff that an alternative named adult will be collecting the child nursery staff will ask parents/carers to ensure the following is in place:

- Parents/carers have informed staff working with their child that they will not be collecting their child at the end of the session and have clearly informed staff about the adult who will be collecting the child. Only persons aged over 16 years will be allowed to collect a child unless that person is the child's parent.
- Parent/carers have provided staff with a description of the person who will be collecting the child, their name and relationship to the child. Staff will record this information.
- Parents/carer will have in place an agreed password which staff will use to identify that the person collecting the child is the right person.
- Where possible parents/carers will bring the alternative person into the nursery prior to them collecting a child to introduce them to staff; this will help with identification at a later date when required.

As children depart staff will:

- Immediately sign the child out on the daily attendance record to show that the child has left the premises.
- Ensure all relevant information about the child's day is passed on to parent/carers.
- Ensure all medication is taken home at the end of the session and medication forms are signed by parent/carers to inform of any medication administered during the session.
- Ensure all accident or incident forms are signed and parents/carers are aware of any accidents or incident taken place during the child's session before the child leave the setting.

It is recognised that in extreme circumstances there may be an occasion when a parent/carer does not arrive to collect their child and has been unable to notify the staff that an alternative adult will be collecting their child. Under those circumstances staff will undertake the following steps:

- In the first instance staff will attempt to contact the parent/carers named on the registration contract and obtain verbal verification of a named adult who can collect the child.
- If the staff are unable to contact the parent/carer they will then contact all those named on the registration contract as emergency contact adults and make arrangements for the child to be collected.
- If staff fail to contact anyone names on the registration contract they will follow the procedure below.

Children who have not been collected at the end of their session

Honley (CE) Junior, infant and nursery school ask for parents cooperation around this matter and ask that where parents/carers think they are going to be late collecting a child at the end of their session then please ring and inform staff.

Please be advised that in the event of a child remaining uncollected beyond the end of the normal opening hours, and staff being unable to contact any person on the child's file we will wait at the school or day care site for a period of 45 minutes and continue to try and make contact. If no contact has been made with a parent/carer or emergency contact for the child within this time staff will contact the Duty Social Work team and ask for their assistance.

We have a duty of care and are responsible to safeguard all children, if we consider any person collecting a child is unsuitable we will contact the parent/carer or other authorised person to come and collect he child. This includes any person coming to collect a child who appears to be under the influence of drugs or alcohol.

Children missing from Early Years:

- On occasion we understand the need for a child to be absent from Early Years due to unforeseen circumstances such as; illness. However, we ask that parent/carers contact the school to inform of any such absence, including any reasons for being late.
- If no contact is received and it is noted that a child is absent from their session we will make every attempt to contact you if the reason for the absence is unknown. All reasons will be recorded and attendance monitored.

- We expect that you inform the school if your child is going on holiday and will not be attending.
- If your child has been absent with no contact made for 2 weeks, including any unsuccessful attempts to contact parents/carers and emergency contacts from the staff this will be reported to the Kirklees Safeguarding Children's board.

We have a duty of care and are responsible to safeguard all children, if children are absent from Early Years for a period of time with no contact the relevant agencies will be contacted to ensure the wellbeing and safety of the child.