



Arrival and Departures of Children, Staff, Parents/Carers and Visitors Policy and Procedure

Aims

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Collection from School Procedure: Infants

- The setting will give clear information to children, parents/carers and the school of collection routine.
- Parents should notify the setting in good time about non-attendance of their child.
- The children will be collected from their classroom.
- Staff will have a register and will check children's names before leaving the classroom.
- If an expected child is not there, the playworker will ask the teacher about them.
- We will escort children to the setting via the safest route. We aim to maintain a staff to child ratio of 1:8.

Collection from School Procedure: Juniors

- The setting will give clear information to children, parents/carers and the school of collection routine.
- Parents **must** notify School's Out Henleaze in good time about non-attendance of their child as we do not see their teachers.
- The children will meet the playworkers in the Junior School dining hall.
- Staff will have a register and will check off children's names before leaving the playground.
- If an expected child has not arrived, the playworker will tell the deputy or manager who will in turn ring parents/carers.
- We will escort children to the setting via the safest route. We aim to maintain a staff to child ratio of 1:8.



Arrival of Children

- On arrival, a manager or deputy manager will record the child's attendance and time of arrival in the daily register.

Departure of Children

- Parents must give the written information about names and contact details of all people authorised to collect their child on the Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements, in exceptional circumstances, have been made known to the manager. In the event that someone else should arrive without prior knowledge, a worker will contact the parent/carer immediately.
- Children will only be allowed to leave the premises unaccompanied by prior agreement, and taking into consideration the age and maturity of the child.
- If staff do not recognise the person collecting the child, they will check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.
- The person collecting the child must approach a worker, so that staff know who is being collected, and by whom, and they can witness the parent/carer signing the child out and pass on any relevant information.
- The person collecting the child will sign the register to show that the child has left the premises. The time of departure will also be recorded.

Late Collection

- If the person collecting the child has informed the setting that they will be late, the child will be looked after and the Late Pick-Up Charge (after 5.45pm) will be applied, see Late Collection of Children Policy. The child will be looked after by at least two members of staff.
- If the person collecting the child is late and has not informed the setting, the Uncollected Child Procedure will be followed. The Late Pick-Up Charge will be applied, see Fees Policy.
- If a parent/carer is repeatedly late in collecting their child, the Manager will record details and pass information onto the Management Committee and services may be withdrawn.

Staff

Details of staff working will be recorded and will include their arrival and departure times.



Visitors

Visitors will be asked for proof of their identity and will sign in; either by recording full details on the daily register or by using the visitor's book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

Record-Keeping

The register will be kept in an accessible location on the premises at all times. Records of daily registers will be kept by the setting for at least three years.

Information

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Senior Worker and the designated Child Protection Officer, according to the provisions of the Child Protection Policy. In such circumstances, the Manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs or alcohol.

Where an illegal act is suspected to have taken place, the police will be contacted.