



St. Lucia's
Upton Magna

C of E Primary school and Nursery

3.62 & 3.73

(EYFS- S.F 2014)

Arrival and Departure Policy

- Staff register their arrival and departure time, including lunch breaks if they leave the building.
- Staff always ensure that doors are locked in between staff arrivals and departures.
- Consideration and appropriate action is taken to ensure adequate Health and Safety measures are in place should a member of staff arrive early or leave late.

Arrival times of children

- All parents are informed that children must not be dropped off prior to the session start time as the Nursery insurance does not cover them prior to the official start time.
- Children are greeted with their parents on arrival at the Nursery.
- Children and their parents are greeted and the children's arrival time is entered in the register.
- All parents are aware of the arrival routine e.g. self registration.
- All adults understand the need to be vigilant when children are arriving and parents are leaving.

Non-arrivals

- Parents must advise the setting if their child is unable to attend for any reason.
- If a child is expected but does not arrive within ½ hour from the session start time, a senior member of staff will contact the child's family. (Refer to safeguarding children policy).

Visitors

- Visitors complete the visitor's book with their full details and the reason for their visit and asked if they have a mobile phone or photographic equipment on their person.
- If a child is being collected by an adult other than their parent/carer, written permission must be given and a previously agreed and authorised password must be given.
- The visitor's book is clearly visible for completion.
- The setting has a procedure *in situ* to ensure that visitors do not have unsupervised access to children.

Security

- Staff follow set routines for ensuring that visitors and parents do not allow other people into the setting e.g. coded keypad on door.
- Posters are displayed to remind visitors and parents about security.

Departure of children

- Time of departure is recorded if a child leaves at a different time from the normal session time.
- Children are only released into the care of parents/carers or previously authorised adults who must use a previously arranged password before the child is allowed to leave the setting.
- No child is allowed to leave unsupervised and the door has security to prevent a child from opening it and leaving.
- Parents are aware that they are responsible for their children after collection including the time before they leave the site.
- In the event of late collection (unless in an emergency), parents will incur a fine to reflect the extra supervision which would be required. The cost of this is £10. After 3.15pm, an additional cost for after school provision would then begin.

Signature:	Date policy adopted: 19/07/17
Position:	Policy review date: June 2018