

Arrival and Collection Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Health and Safety At Work Act 1974
Convention of the Rights of the Child, UNICEF 1992	Human Rights Act 1998
Data Protection Act 2018	Management of Health and Safety Regulations 1999 & 2006
Freedom of Information Act 2000	Safety and Safety Committees Regulations 1977

A Children's register is held to document both arrival and departure times of all children.

A Staff register is held to document both arrival and departure of staff to ensure child: adult ratios are met.

Any other visitors to the nursery sign in using the Visitor's Book, located in the reception (Green Croft & Riverside). No visitor will be admitted without signing in. Unknown visitors will be asked for proof of ID.

Arrival

On arrival, parents/carers are requested to ensure that their child enters the Nursery with a member of staff. Sometimes it is necessary for a Keyworker to take a child from his/her parent/carer. On no account should a child be left unattended outside or inside the building. The parent/carer will need to deposit the lunchbox safely in the lunch unit, hang up coats and belongings (named) and inform staff of any relevant information regarding the child. All children need to be accompanied by an adult to enable them to give a full hand over.

Collection

All staff needs to know in advance who will be collecting a child. If someone unknown is sent to collect a child, we will not allow the child to leave without contacting the parent/carer for verification. A list of contacts is asked for on registration, stating who has authority to collect a child. If parents request a different contact in an emergency, a password system is in place and the contact will be asked this before the child is handed over to their care.

We will only hand over a child to a responsible adult. Anyone suspected of being intoxicated by alcohol or drugs will not be allowed access and the parent/carer or a person on the contact list will be informed.

Parents are asked to arrive and collect on time. Late collection would be a breach of our insurance policy and liability would not be covered. Late fees will be issued in this instance, £5 per five minutes until the child is collected.

If a child is left beyond the Nursery closing time, the following procedure should be followed:

- Two members of staff must remain on the premises.
- One member of staff should attempt to locate the child's parent/carer.
- If the parent/carer cannot be contacted then emergency contacts should be phoned.
- If all attempts to contact parent/carer or emergency contacts fail then the procedure should be repeated at ten-minute intervals up to a thirty-minute time period.

Merry-go-Round Day Nursery Policy

- Senior staff should also be alerted who will call Children's Services out of hours Team to ask for guidance. Senior staff will follow the instructions of the Duty Team and pass the matter over as being an issue of safeguarding.
- During this time, staff should be careful not to cause undue stress to the child.

Adoption Date: 1st September 2020.

Signed:

Nm Orel .

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024