



Tunbridge Wells

Arrival and Departures of Children, Staff, Parents/Carers

And

Visitors Policy and Procedure

Aims

It is our policy to ensure all children and parents/carers are given a warm welcome to the pre-school.

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

Parents/ Carers are requested to pass over the care of their child to their child's key person or other member of staff who will ensure their safety.

The hall door will be monitored at all times

Entry time

•Parents may bring children in from 8:50 am. We would prefer that all children be in by 9am, the morning session ends at 11:50

Lunch time session starts at 11:50 – 12:50

End of session is 2:50

When entering the hall please ensure you register your child with an their key person or appropriate adult.

If you are not collecting your child please ensure that their key person has this information and you have set up the relevant password



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- Parents will wait outside until the allotted times when the doors will be open and the parents may come in and collect their children.

- Staff have a register and will check off children's names as they leave the provision. Parents also have a register to sign their children in/out.

Arrival of Children

- On arrival, a practitioner will record the child's attendance and time of arrival in the daily register. Parents also have a register to sign their children in/out.

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 have been recorded in the book and made known to the practitioner. In the event that someone else should arrive without prior knowledge, a practitioner will contact the parent/carer immediately.

- Children will not be allowed to leave the premises unaccompanied.

- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.

- 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.



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- The person collecting the child must approach a practitioner, so 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 will be applied, see Fees Policy. The child will be looked after by at least 2 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 persistently late in collecting their child, the senior practitioner will record details and pass information onto the Governing Body and services may be withdrawn.

Staff

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

Visitors



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Visitors will be asked for proof of their identity and will sign in by recording full details in the visitor's book. Details recorded will include name, organisation (if applicable), and 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.

Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the senior practitioner should notify Social Services.

Date Agreed:

Review Date:

Signed by:

Signature:

Role of Signatory