



## **Arrival and Departure Policy and Procedures**

### **Aims**

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

### **Policy**

The Play Centre Manager will ensure that an accurate record is kept of all children in the setting and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. Records will also be kept of staff in attendance and visitors to the setting.

### **Procedure**

#### **Escorting Children Between School and the Setting**

Where children are escorted between Ashton Gate Primary School premises and the setting, the following procedures will be carried out:

- The Play Centre Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Health and Safety Policy.
- The Play Centre Manager will liaise with a named contact within the school.
- Children become the responsibility of AGOSC when they are collected by a member of AGOSC staff from their classrooms or reach the Caretaker's House.
- Children who are in nursery, reception or year 1 will be collected by staff and will be escorted to the setting premises via the safest route.
- The escorts will have a list of children to be collected and the children's names will be checked off before leaving the school premises. Escorts will only leave when they are satisfied that they have all the children, or have implemented the Missing Child Policy.
- On arrival at the setting, children must be signed in on the daily register immediately.

#### **Arrival of Children**

- On arrival, a worker will immediately record the child's attendance in the daily register, including the time of registration if it is not 3.15pm.
- Where children are transferred directly from school, the worker who accompanies the children is responsible for ensuring that each child is 'signed-in', that no one is missing and that everyone who is there has been booked in. A written note of any verbal messages given at school should be recorded for parents/carers or passed on to the Play Centre Manager.



### **Departure of Children**

- Parents/carers must give the 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 in writing to the Play Centre Manager. In the event that someone else should arrive without prior knowledge a worker 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.
- 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.
- Upon departure, 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 adult collecting the child is going to be late, staff must be informed of this prior to the end of the session. If the designated adult is late in picking up the child without prior warning the Procedure for Uncollected Children will be used.
- If a parent/carer is unreasonably late in collecting their child without contacting the setting to inform them of unexpected delays, or is persistently late, a charge will be made. *See Payment Policy.* No child will ever be left unsupervised because a parent/carer has failed to collect them, *see Procedure for Uncollected Children.*

### **Staff**

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

### **Visitors**

Visitors will be asked for proof of their identity and will sign in by using the visitor's book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

### **Record-Keeping**

Records of daily registers should 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 worker should notify Social Services.*

*See also: Missing Child Policy, Policy for Uncollected Children and Payment Policy.*