

36 ARRIVALS AND DEPARTURES

It is the policy of Kiddiecare Nursery to give a warm welcome to each child on his/her arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register.

The staff member receiving the child must immediately pass the register onto the parent/carer to enable them to sign him or her in. Also the parent/carer needs to sign the child out again at the end of the day. Any specific information provided by the parents should be recorded and should be passed onto the child's key person and manager if necessary and recorded in the communications book. *1

If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed and the medicine to be placed in the locked medicine box. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to him/her personally. *2

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

The planned departure of the child should be anticipated by the keyworker in the group.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. All people collecting the child must be aged over 16 years. On departure, the child register must be immediately marked to show that the child has left the premises. *3

The nursery will not hand a child over to anyone that they believe to be under the influence of alcohol or drugs. If this does happen the officer in charge will ask the adult to leave the premises and will then contact the next suitable person on the child's contact list.



*1 During this pandemic period, children will be collected at the door by a member of staff and signed in by the nursery staff. Any messages given at the door must be recorded in the communication book for the rest of the team to see.

*2 If a child needs medication, the parents needs to wait outside for the person in charge to come and complete the forms with them.

*3 Staff will be handing children over to parents at the gate/door.