

The Old School House Policy for arrivals and departures.

August 2018

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 - 19 years old (up to 25 years of age for young people with special needs).

As a provider of Early Years care and education we are required to provide a system for registering children, parents, staff and visitors attendance on a daily basis and show their hours of attendance. (3.75 revised EYFS 2012)

We must also hold full details including current name and address of each child and the name of each child's key person.

We must also have agreed procedures for checking the identity of visitors (3.61 revised EYFS)

Registers:

*All children will be marked onto the register as soon as they enter the building. This may be done by any member of TOSH staff, but responsibility of ensuring that the register is completed correctly is the responsibility of the room leader / senior acting member of staff.

When children leave the building - they must be marked "out" with the time of departure noted - total numbers must be altered as children leave the building.

Room leaders must regularly check registers and monitor the number of children in the room to ensure adequate staff ratios are maintained - Failure of senior staff to regularly make the checks and to know how many children are in each room, will be deemed as negligence and will result in a formal disciplinary meeting.

Staff registration:

*Staff **MUST SIGN** time sheets as they enter the building / leave at lunch time / return after lunch and when they leave the building at the end of the day.

Failure of staff to sign their time sheets, will be considered a gross breach of required conduct and will result in a formal written warning. Correct daily records of staff in attendance, is a legal requirement. (see above).

Identifying and Logging / monitoring visitors

Visitors should not be let into the building past the inner door unless their identification has been verified. If the visitor is an official, then their identification should be viewed and photocopied. If the visitor is a parent wishing to look round the nursery then their arrival should be notified to the Fiona Brissenden, Paula Hickmott or Camilla Brissenden, so they can greet them.

In addition to the above ALL VISITORS MUST SIGN INTO THE VISITORS BOOK WHICH IS IN RECEPTION ON THE TABLE - member of staff who welcomes any visitor must also initial the visitors book to indicate that they have checked their identity.

When visitors leave they must sign out - indicating the time they leave the building.

No visitor has right of access to this setting - All visitors must enter through the secure main door in the middle of the building.

If a visitor's identity cannot be verified, they will not be allowed access. Verification may be sought by telephone.

If a visitor / parent / carer arrives at the setting demanding access under the influence of alcohol or other substance they will not be allowed access and "LOCK DOWN" procedure should be put into place - CHILDREN INDOORS QUICKLY, ALL EXTERNAL DOORS LOCKED.

(SEE PROCEDURE)

IF SUBSTANCE ABUSE IS SUSPECTED THEN THE VISITOR / PARENT / CARER SHOULD NOT BE ALLOWED TO DRIVE FROM THE PREMISES AND IT MAY BE NECESSARY FOR THE POLICE TO BE CALLED.

NO PARENT / CARER WHO IS / OR SEEMS TO BE UNDER THE INFLUENCE OF ALCOHOL OR OTHER SUBSTANCES WILL BE GIVEN ACCESS TO THE BUILDING OR TO THE CHILDREN ATTENDING, INCLUDING THEIR OWN CHILD.

Children leaving the setting:

It is usually expected that the person who dropped off, will also be the person collecting the child at the end of the day, usually parents or carers. However, there are occasional circumstances which mean that someone else needs to collect a child.

A password system is in place, whereby secure passwords are held for each child, available from the office.

We would usually expect arrangements to be given to us in writing, however, in an emergency, parents / carers must telephone us and tell us who is going to be collecting their child, and confirm that they have their child's secure password - if the collecting adult is unknown to the setting, it might be necessary to give a brief description of their appearance, as well as telling us their name. Details relating to collection will be stored by Room Leaders in confidential message book and by the Principal in the office. (3.61 Revised EYFS 2012)

IF WE ARE AT ALL UNSURE ABOUT ANY ADULT WHO PRESENTS TO COLLECT A CHILD, WE WILL NOT ALLOW A CHILD TO LEAVE UNTIL WE HAVE CLARIFIED DETAILS WITH THE CHILD'S PARENTS / CARERS.

No child will ever knowingly be allowed to leave the setting unsupervised by a responsible adult - by adult we mean an adult over the age of 18 - exception to this rule may be young parents / carers. (3.61 Revised EYFS 2012).

No child will be allowed to walk home / leave the premises without a supervising adult.