



Arrivals and Departures Policy

It is the policy of Enchanted Day Nursery to give a warm welcome to each child on their arrival. Parents are requested to pass the care of their child to a specific member of staff who will ensure their safety, this is usually the child's key carer but if they are not present then parents should see the team leader. The staff member receiving the child records the child's arrival time on the daily attendance register and notes any specific information provided by the parents in the communication book.

If the parent requests that the child be given medicine during the day then the staff member must ensure that the medication procedure is followed by completing the medication book with the parent and safely storing the medication away.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. Adults authorised to collect the child shall have their information recorded in the child's file and have an agreed password in place with the adult. If someone different is collecting then parents should communicate with the nursery to let us know the name of the person coming and the password agreed (this should be different from the password for authorised adults). The person should provide photographic ID on request before being admitted to the nursery.

The planned departure of the child should be anticipated by the child's key carer who should ensure that the child's belongings are in their drawer or bag ready for collection. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to them personally and a signature obtained in the medication book.

No child should be handed over to anyone other than the known parent unless an agreement has previously been made. If there is any doubt about who is collecting the child then the senior person will contact the parents or emergency contact to verify the collection arrangements.

The child's departure time must be immediately added to the register to show that the child has left the premises.



Adults arriving under the influence of alcohol or drugs

The nursery's prime focus is the care and safety of the children and all procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure) and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

We reserve the right to report any adult whether parent, carer or member of staff to the police if they appear to be unable to drive due to suspected alcohol or drugs consumption which may endanger themselves and others if they do.

Arrivals and Departures of Visitors

The identity of all visitors will be checked on arrival and before admittance to the nursery. Visitors to the nursery must sign in the visitor book on arrival and departure and should read and comply with our safeguarding statement which is kept in the visitor's book.