



## **Arrivals and Departures Policy and Procedure**

ABC Childcare Services recognises that the safe arrival and departure of the children in our care is paramount.

When arriving and departing from our settings, please give consideration to our neighbours, do not block any driveways or passageways. At a setting which is attached to a school, please do not park in the school car park. At the house setting, please only park at the front or the side. Please do not park outside a neighbour's house. Please also arrive and depart quietly. Please do not arrive earlier than your contracted start time.

The person in charge on the day will ensure that an accurate record is kept of all children in the setting, and that any arrivals or departures are recorded in the register. We ask parents/carers to sign their own child in and out of the setting at the beginning and end of the session or day. The register will be kept in an accessible location on the premises at all times. This is usually at the front of the setting or by the emergency exit. Regular head counts during the morning and/ or afternoon sessions will also take place.

### **Escorting children to and from School and to and from our setting**

- The setting and school have a clear agreement concerning the transfer of responsibility for children's safety.
- The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the risk assessment policy
- The school and the setting keep an identical register of children who require escorting between locations which is updated daily.
- Children are to wait by their classroom exit door until they are collected.
- If a child is booked into the setting but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the child's parents or carers.
- Where applicable staff will ensure that children are given instructions on road safety

### **Arrivals**

Our staff will greet each child warmly on their arrival at the setting and will ask parents/carers to sign in either electronically or on paper, to record the child's attendance in the daily register, including the time of arrival. For OOSC, an ABC staff member will complete this.



## Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection. This may be electronically or a paper record. For OOSC children, ABC staff will sign this after a breakfast club session.
- Children can only be collected by a parent/legal guardian or an adult (over 18) who has been authorised to collect them on their registration/record form.
- The child's parents or carers must inform the setting in advance if someone who is not listed on the registration/record form is to collect the child. The manager or person in charge will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the setting if they will be late collecting their child. If the setting is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of 8 will only be allowed to arrive or leave the setting alone if we have received written consent from the child's parents or carers.
- Children below the age of 8 will not be allowed to arrive or leave the setting unaccompanied.

## Absences

- If a child is going to be absent from a session, parents should notify the setting in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school (if school age) to check where the child should be. If there is no explanation for the absence of a school aged child, the setting will activate the **Missing Child** procedure.
- The setting will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.