



Arrivals and Departures Policy

It is the policy of Spice Childcare 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 his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents will be recorded.

If the parent requests the child to be given medicine during the day the staff member will ensure that the medicine consent procedure is followed.

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. A password is also required where possible for the nominated adult.

The key person in the group should anticipate the planned departure of the child. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

No child will be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt the person's identity will be checked by ringing the child's parent or their emergency contact number.

On departure, the child register will be immediately marked to show that the child has left the premises.

Adults arriving under the influence of alcohol or drugs

The setting's prime focus is the care and safety of the children it cares for. 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 manager 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 team 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.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the setting will intervene and endeavour to prevent this individual from getting back into the vehicle. The setting reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records will be completed on entry and exit e.g. in the visitors book. Please refer to Supervision of Visitors policy for further information.

Escorting Children between School/Pre-School and the Setting:

Where children are escorted between school/pre-school premises and the setting, the following procedures will be carried out:

- A clear agreement will be reached between the parents/carers, the setting and the school/pre-school about when responsibility for children's safety is officially transferred.
- The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed.
- We will keep registers of all the children who require escorting between locations.
- An appropriate meeting place for children will be established within both the school and setting.

- A member of staff will speak to school/pre-school staff to identify any absent children.
- If a child is absent without prior warning, staff will check to see if they attended school/pre-school that day. If the whereabouts of the child are not clear, staff will contact the parents/carer.
- If the whereabouts of the child cannot be confirmed, the setting will follow the Missing Child procedure which may result in the police being called.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	