

## ARRIVAL AND DEPARTURE RECORDS POLICY

**NSPo3**  
V5

Statutory Framework for EYFS 2017, page 30 paragraph 3.62

Working Together to Safeguard Children 2018

PROCEDURE	REFERENCE	FORM
NSPr4 – Arrivals and Departures Procedure	NSR8 - Visitor's Door Sign	NSF2 – Safeguarding Disclosure / Incident Report
NSPr5 – Unauthorised Person Procedure		NSF3 – Visitor's Book
NSPr6 – Lost Child Procedure		NSF7 – Staff Register
		NSF8 – Child Register
		NSF9 – Incident Log

### The children

In order to ensure the safety of children in our care, Wellingtons for Langley Hall has an Arrivals and Departure Procedure **NSPr4** which includes action to be taken if a child is not collected.

Parents are asked to advise us who will be bringing and collecting their child. The Head of the setting and Room / Group Leader or Key Person must be informed if there is any change to this arrangement.

As each child arrives, and again when they are collected, the member of staff receiving or releasing the child will write the time in pen in the column against their name on the Child Register **NSF8**. Registers are checked throughout the day and every time children are moved around the setting.

Under no circumstances will a child be allowed to leave without an adult known to staff. Detailed descriptions and a password are needed if the parent has appointed someone else to collect their child.

If a child is not collected at the designated time, staff will try to contact the parents or emergency contacts to establish the reason and arrange for the child to be collected as soon as possible. If it has not been possible to make contact within an hour after the designated collection time, staff will contact Children's Social Care. A minimum of 2 staff will wait with the child until the situation has been resolved (i.e. child collected by parents or emergency contacts or transferred into the care of Children's Social Care). A written report will be prepared using Safeguarding Disclosure / Incident Report **NSF2**

Where parents are separated, Wellingtons for Langley Hall will assume that both parents have equal access rights to the child. If this is not the case, a copy of the legal injunction or court order is required and must be kept in the child's individual records. All staff will be advised of the access arrangements including visits to the child at the setting and detailed collection procedures. A strategy will be discussed with the parent having legal control of the child in case the other parent should attempt to contravene the terms of the court order.



## The staff

In order to ensure accurate records are kept of staff attendance and to assist in the event of an emergency evacuation, all staff are marked in and out (including times) on the Staff Register **NSF7** throughout the day.

## Visitors

It is essential that Wellingtons for Langley Hall can control access to the premises. All visitors will be asked to provide proof of their identity and state their reason for visiting, if valid they will then be asked to sign the Visitor's Book **NSF3** and be given a visitor's badge which must always be prominently worn. Staff will challenge anyone not known to them and not wearing a visitor's badge. On leaving, the visitor will sign out and will be asked to return the visitor's badge. A Visitors' Door Sign **NSR8** is displayed at every exit reminding visitor that they must return to the main entrance to sign out and return their badge.

## Monitoring registers

The Head of the setting will check child and staff registers and the visitors' book each week to ensure that they are being completed properly.

## Unauthorized persons

Keeping unauthorised persons off the premises is part of every staff member's on-going role and responsibility. Although it is not always possible to stop this from happening, precautions can be taken to help minimise the risk of an unauthorised person gaining access to the premises.

Anyone seen acting suspiciously on or near Wellingtons for Langley Hall premises will be asked who they are and what they are doing, this will then be recorded on an Incident Log **NSF9**. If an unauthorised person is suspected to be in the building or on the premises, it must be reported immediately to the Head of the setting who will deal with the issue by following the Unauthorised Person Procedure **NSPr5**.

## Lost child

Wellingtons for Langley Hall policy for arrivals and departures is designed to ensure that all children in our care are accounted for at all times, however it is important to have a procedure in place for missing children.

In the unlikely event that a child becomes lost, staff will follow the Lost Child Procedure **NSPr6**.

This will be followed by a comprehensive review of the circumstances leading to the incident and the action taken to resolve it so that lessons can be learned, and procedures tightened.

**All child and staff registers must be kept in a secure filing system for three years or until 3 months after the next Ofsted inspection which ever is longer.**