

Growing Together Federation

Bowerdean Nursery School

ARRIVALS and DEPARTURES

Statement of Intent

We are committed to safeguarding children in our care by following this procedure for the arrival and departure of children to and from the nursery.

Aim

To ensure the safe arrival and departure of children

We will achieve this by:

Arrival

- In the morning entrance to the school (via front office or playground gate depending on class) will open at 0845 and close at 0855. In the afternoon, the main door will be open between 1215 and 1220. Any parents arriving after these times will bring their children into Nursery through the main office entrance and be marked in the register as late.
- A member of staff will greet children and families at both entrances on arrival and departure. They will ensure that both the playground gate and main door are securely closed at the stated times.
- Parents/carers will drop their children punctually at the appropriate entrance.
- A member of staff records children present on the class register.
- If children have not arrived by 0930/1300 and we have not been informed by the parent/carer, office staff will phone to find out why they are not in school and record these actions.
- If unable to contact the main carer, all emergency numbers will be telephoned to ascertain the child's whereabouts and safety. If no contact can be made, staff will make a home visit. If all procedures have been followed and there is still no response, it will be reported to the police and the child will be classed as a 'missing' child.
- Any change of collection is noted and a password is agreed, written down and shared with relevant members of staff.

Departure

- At the end of the morning session a member of staff from each main class will open the main door or playground gate at 1145 and remain until all children are dismissed. In the afternoon, a staff member will dismiss children via either the front door or playground gate at 1515. Children are called one by one as their parent/carer arrives.
- Children are only allowed home with individuals named by the parent. In case of emergency, a phone call from the parent is required. If someone different arrives, the parent will be contacted even if staff know the adult.
- If a child leaves Nursery before the end of the session for any reason, they must be collected from the main entrance by the office and signed out on the register.
- Children attending lunch club are to be collected from the main entrance.
- If a parent has informed us that somebody new will be collecting their child, staff must check the password before allowing collection.
- All visitors must sign in electronically, read safeguarding information, and leave mobile phones in the office if unaccompanied. Staff must check ID.
- Staff register their arrival and departure electronically.

Late or Non-collection of a Child – please refer to the school's procedure.