



Arrivals and Departures

Arrivals and Departures of Children

It is the policy of the Nursery to give a warm welcome to each child on their arrival.

Covid 19 – Procedure (March 2020 – Current)

Whilst we are operating under advice and guidance issued by the Government and Local Authority. We have for the foreseeable adopted a new procedure for arrivals and departures. We are asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults attending the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult.

We are asking families to drop their child at the front door instead of entering the Nursery.

Attendance is to be marked on the whiteboard immediately on entry

Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child

All parent/carers are asked to follow safe social distancing when dropping and collecting children.

Parents are to be consulted on their specific drop off and pick up times, which will allow us to be able to monitor the amount of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off. The process for these times will also be shared, including protocols for minimising adult-to-adult contact

Further information will be communicated to all parents in the usual ways prior to the start date.

We will also continue to keep you up-to-date as government guidelines change and we review our practice.

Normal Procedure (Date to be confirmed)

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 should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication 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. Photo identification or a password are also required where possible for the nominated adult.

The planned departure of the child should be anticipated by the key person in the group. 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 should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child register must be immediately marked 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 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 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.

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 Nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The Nursery 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 must be completed on entry and exit e.g. in the visitors book. Please refer to Supervision of Visitors policy for further information.