

## Safeguarding

### Arrivals and Collection Policy

## Statutory Framework for the Early Years Foundation Stage

### Quote Reference: 3.68

*'Providers must enable a regular two way flow of information with parents and/or carers...'*

### **Purpose of the Policy**

The purpose of this policy is to ensure that children arrive and are collected safely when accessing nursery provision within the Family Centre.

We aim to:

- Ensure all children are safely handed over to Family Centre staff and their attendance recorded.
- Ensure all children are collected from their nursery sessions by authorised adults.
- Provide an opportunity to effectively communicate information between parent/carer to support their child's well-being, extend children's learning in their home environments, and to ensure Centre documentation includes parental comments, signatures and dates.

### **What parents\carers should do**

- Agree and adhere to the arrival and collection time for your child.
- Ensure we are aware if your child will arrive or will be collected by a childminder or a member of staff from an out of school club or another nursery.
- Sign in and out when you arrive and collect your child. This may not be necessary in some Family Centres.
- Make your way to the nursery entrance and await a member of staff.
- Make staff aware of any accident/injury that your child has sustained since their last nursery session and complete an Existing Injury Form or if

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your child is dropped off by a childminder or a member of staff from an out of school club or another nursery ensure they provide their existing injury form so it can be copied.

- If anyone other than the regular person, who collects the child, collects the child on your behalf, you must inform the Family Centre and ensure they know the correct password for collection.
- Upon collection from nursery speak to a member of staff so they can share with you information about the child's experiences and wellbeing during the day. This may include signing any appropriate forms.

### **What the Family Centre will do**

- Upon greeting a child into nursery, we will have a discussion with parent/carer to gain information regarding the child's experiences and wellbeing since their last nursery session.
- We will follow the Existing Injury Policy recording any accident/injury your child has sustained since their last nursery session on an **Existing Injury Form**.
- Sign your child into our nursery using our registers, indicating the time of arrival.
- Not permit children to leave the Centre with anyone under the age of 16 years, other than their parent.
- If the person collecting the child is not known to the Centre and parents have not let the Centre know this person is collecting the child, we will check whether this person is identified on the parent/carer contract, and ask the person to provide the collection password and verify any other details. In the eventuality we are unable to identify the person collecting the child, we will make telephone contact with the parent/carer prior to release of the child.
- Share with you information about the child's experiences and well-being during the day, and ask you to sign/date any appropriate forms, e.g. accident/incident, medication, cause for concern, or existing injury.

- Make links with any alternative childcare professionals that bring your child to nursery or collect them to ensure information flows between all relevant parties.
- Sign children out using the register making a note of the collection time.
- Upon late collection of children, parents/carers will be reminded of their agreed nursery times, which will be logged on the register.
- If lateness persists parents/carers will be notified in writing by the Family Centre Manager that they must adhere to their agreed hours.