



## Arrival and departure

### Policy statement

*We maintain the highest possible security of our premises to ensure that each child is safely cared for during arrival and departure.*

*Systems are in place ensuring access points to the building are monitored, ensuring no unauthorised people can enter the building whilst in use.*

### Procedures

- All staff and volunteer's arrival are recorded in the staff register.
- Staff ensure that doors are locked between staff arrival and departure
- Parents/carers press the bell at the main door and await for a member of staff.
- Parents/carers hand their child/ren over to the member of staff, usually their key person. A member of staff then re-locks it.
- Children are handed over to their parent/carer at the main door/ at collection time.
- Children arriving early or late are recorded in the daily register, recording times and details. This is kept in the office
- Un known visitors are asked for ID, or have made an appointment prior to their visit.
- All visitors record details in the visitors book, recording: Date, Name, time of arrival and departure, and purpose of visit.
- All visitors are made aware of the mobile phone policy.
- A member of staff stays with visitors at all times.
- Children are not released to anyone not authorised by the parent on their registration form, and parents are requested to inform staff of anyone other than themselves who will be collecting their child/ren.
- Parents/carers are responsible for their child/ren after collection, including the time before they leave the site.