

Sunbeams Play

Safeguarding Children

1.3A Arrival and Departure Policy

Scope

- This policy outlines the procedure for the safe arrival and departure of children attending Sunbeams Play.

Aim

- The aim of the policy is to ensure the safety of children within the centre's care.
- By having a clear procedure for the arrival and departure the centre can be sure the children remain safe.

Strategy

Enrolment

Upon enrolment the parents are required to complete a Parent Pack and provide details of persons authorised, and not authorised, to collect their child.

There is a section within this form that requests information about any custody issues in relation to the child. It is very important that the centre is kept informed of any changes to custody arrangements so that the child is released to only approved adults. The centre is required to have a copy of any legal documentation (e.g. Court Access Order, Custody Arrangements etc.) so that the centre releases the child to the appropriate parent for collection. If at any stage the centre is unsure about custody arrangements in place for a child the Manager/ Senior supervisor will ask the adult to wait until the parent authorised to collect the child is contacted.

The centre will release a child to authorised persons only. If necessary, photo identification or other official identification may be requested by the centre before the child is released.

Change in authorised persons – permanent

In the event that the parents want to change one of the nominated authorised persons (other than those nominated in the child's Parent Pack) to collect the child from the centre, it is the parent's responsibility to inform, preferably in writing, the Manager of the centre. If a legal order is given to permanently or temporarily prevent a person from collecting a child, the centre will display a photo of that person and the child concerned in the office so that all staff are aware of the order.

Change in authorised person – one off arrangement

In situations where an unauthorised person is to collect the child, the parents are responsible for notifying the centre by telephone or letter. The parent may be required to complete a permission slip to verify the details of the newly authorised person. The centre will request the following information about the person:

- Person's name.
- Relationship to the child.
- Daytime contact details.

The parent is responsible for informing the person that photo identification must be produced. Identification of the person picking up the child may be photocopied and placed in the child's file for future reference.

If prior notice is not given to the centre and/or identification is not presented, the unauthorised person will be unable to collect the child from the centre until the parent has been contacted and permission given. If a parent is unable to be contacted, then the child will remain in the centre's care.

Arrival Procedure

Sunbeams opening times

Children can only be delivered and collected by a responsible adult. Brothers and sisters under 18 years of age are not appropriate for this responsibility. On arrival, each child must be escorted into the centre and signed in by a member of staff.

Parents are required to:

- Upon arrival the parent or other authorised person must press the Camera/intercom button on the side of the outside door; this buzzes to a member of staff in the building.
- They must then escort the child to the foyer where a staff member will sign the child in on a register.
- They must then pay for the session (unless they are funded)
- The parent must then escort their child to the coat/bag/shoe rack where the child can leave these items.
- The parent must then say their goodbyes and exit the building.

Staff are required to:

- Staff will only admit families upon confirmation of identity.
- Unauthorised persons will not be admitted.
- Sign the child in using the register recording the arrival time, any other info (e.g. sleep pattern, eating pattern/behaviour, change in authorised person picking up the child etc must be passed on the child's keyperson).
- Staff will create a happy and engaging atmosphere and interact with children in a warm and friendly way.

Departure Procedure

Only the parents or a nominated authorised person is permitted to collect their children from the centre. On departure from the centre.

Parents / authorised adults are required to:

- Inform staff that they wish to collect their child via the camera/ buzzer.
- Liaise with their child's keyperson about the child's day by centre staff.
- Collect their child's belongings from the rack.
- Encourage their child to say good bye to the staff and child's friends prior to departure.
- They must then exit the centre by being buzzed out by a member of staff.

The parents or other authorised person is responsible for the child as soon as the child leaves the centre.

Staff are required to:

- Upon departure of the parent or other authorised person and child they must record the time in which they left in the register.
- Say good bye to all the children prior to them leaving.
- Ensure the children have all their belongings and any creations they have made whilst at the centre.

Change in authorised person – one off arrangement

- The centre staff will check the details of the authorised person or adult by checking the child's enrolment form or after seeking verbal permission from parent.
- Staff will check photo identification of the adult and or ask for password.
- If the person is authorised, the child will be released. If the person is not authorised the centre staff will take whatever reasonable measures to keep the child at the centre and notify the custodial parent of the situation. However, at no time will the centre staff members endanger themselves or other children at the centre.

UNDER NO OTHER CIRCUMSTANCES WILL YOUR CHILD BE ALLOWED TO LEAVE THE CENTRE.

Associated information**Late pick up**

- A late fee of £6.00 for each fifteen (15) minute, or part thereof, will be imposed for any child not collected by the allocated time. This is to cover the cost of staff overtime, at least two staff members will with the child.

Emergency Contacts

- It is essential that parents leave the centre with all emergency telephone numbers, including family doctor, and ensure that an up-to-date record is available at all times. It is in the interest of each child’s welfare that up-to-date, accurate information is maintained at the centre.

Absenteeism

- Parents are asked to contact the centre if a child is going to be absent so that all children are accounted for and illnesses can be noted.
- If a child is booked in a session then the fee is payable whether the child attends or not.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	_____