



Arrivals and Departures

Bearhugs Nurseries Ltd. will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate record/registration form will be kept of all the children who attend the setting.
- A child will not be admitted into the nursery until the registration form is complete with all necessary information as identified in the Early Years Foundation Stage.
- A register will be kept and arrival and departure times of children will be recorded, supplemented by regular head counts throughout the day. The register will be kept on the premises at all times.
- A copy of the register will be taken on trips and outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Departures

- Children may be collected at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form that regularly collects them, unless the setting has been informed of changes beforehand and a password given.
- Bearhugs Nurseries Ltd. reserves the right to refuse to release a child to a person who we believe may be unfit to care for a child, this includes parents who appear to be under the influence of drugs and alcohol. Please see also our safeguarding policy.
- Children must be signed out by a member of staff.
- Departure times will be recorded by staff and the staff members initials recorded on the register.

Late Collection

- Late collection of children may result in a charge unless prior arrangement has been made with the manager/supervisor.
- Our late collection fee is £5 for every 5 minutes late collecting.

Escorting Procedure

- All regular escorts will be known to the childcare provider and must hold a current DBS check and references.
- A full risk assessment will be carried out before children are escorted.
- The adult : child normal ratio requirements will be exceeded where necessary,
- Children walk in pairs.
- Staff will ensure that children walk on the inside of the path.
- When crossing a road a staff member will be at each end of the group ensuring they are the first to enter the road and the last to leave the road.
- Bearhugs Nurseries Ltd. will incorporate road safety training for the children and staff into their planning.

Non Collection of Children

Bearhugs Nurseries Ltd. will ensure that in the event of a child not being collected at the expected time the following procedure will apply.

- Staff members will remain with the child and give reassurance.
- Two staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguard Children's Board will be informed.

Lincolnshire Safeguarding Children's Board Customer Service Centre:

Office hours: 01522 782111

Out of hours: 01522 782333

For more information please see our safeguarding policy.

Signed on behalf of the setting by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021