

Arrival and Departures of Children, Staff, Parents/Carers and Visitors

Aims

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Procedure

- Parents and carers must follow the cancellation and sickness policies as per the Terms and Conditions, and take note of the late collection policy.
- On arrival, staff will record the child's attendance and time of arrival in the daily register.

Departure of Children

- Parents must give the written information about names and contact details of all people authorised to collect their child on the Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements in exceptional circumstances, have been made known to the senior worker. In the event that someone else should arrive without prior knowledge, staff will contact the parent/carer immediately.
- Children will not be allowed to leave the premises unaccompanied.
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.
- The person collecting the child must approach a member of staff, so that staff know who is being collected, and by whom, and pass on any relevant information.
- The person collecting the child will sign the register to show that the child has left the premises. The time of departure will also be recorded.

Staff

Names of staff working and their arrival and departure times will be recorded.

Visitors

Visitors will be asked for proof of their identity and will sign in in the visitor's book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

Record-Keeping

The register will be kept in an accessible location on the premises at all times.
Records of daily registers will be kept by the setting for at least three years.

Information

Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Senior Worker and the designated Child Protection Officer, according to the provisions of the Child Protection Policy. In such circumstances, the Senior Worker and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs or alcohol.

Where an illegal act is suspected to have taken place, the police will be contacted.