**Busy Bodies Child Care Centre Ltd**

**Health and Safety: Arrival and Departure policy**

The setting aims to ensure that the arrival and departure of all people at the building is recorded and that the children and young peoples safety is never compromised in any way. There are systems in place which ensure that access points to the building are always monitored, and doors are secure so that people cannot enter the building freely at any time.

**Security**

The front door and side gate will remain locked at all times. These are the two access points the setting and therefore they must be kept secure and monitored closely.

If an unknown person or people approach either the front door or side gate the manager will greet them. They will not unlock the door or gate until they feel confident that the person or people are safe to allow to enter. If it is a perspective new parent then they may be asked to make an appointment for a suitable time. If it is Ofsted or a Health Care Professional, etc then the manager will ask to see I.D before unlocking the door / gate.

**Arrival**

On arrival, all children will be welcomed by a member of staff.

A member of staff will then sign the child in on the register by the door. On the register it will say the name of the child, what time they arrived, who is collecting them and at what time. We would take this register outside in an emergency as it also have the emergency contact book attached to it. It is also the responsibility of the member of staff who let the child in to write their name on the white board in the main room and adjust the total amount of children.

**Departure**

When the parent /carer arrives to collect they are welcomed by a member of staff. They are let in and then the door is locked behind them. Once the child and parent /carer has left the member of staff locks the door again and signs them out on the register by the door. They will also remove the child’s name off the main white board and adjust the number.

No child or young person will ever be allowed to leave with an adult who is not their nominated person to collect. Should a parent/carer wish their child to be collected by someone else they need to let us know in advance. We ask for a photo of the person collecting and for them to know a password that only the parent/carer, the collector and we will know.

Children can not be collected by anyone under 16 years of age (the only exception being if the parent is under the age of 16). The child / young person can also not be collected by anyone who is not in a fit state to care for them e.g. Drunk, under the influence of drugs, etc. It is the staff members responsibility to ensure the person they are handing the child / young person to is in a fit state.

Parents/carers should be aware that staff will NOT be responsible for supervising or ensuring the safety of children outside of the nursery building including the car park, prior to arriving or after departing nursery.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

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