



Deerness Valley Nursery

Arrivals and Departures

At **Deerness Valley Nursery** we give a warm welcome to every child and family on their arrival.

Parents are requested to pass the care of their child to the member of staff on duty at the gate. The staff member will be a Lead or Senior Educator.

The staff member receiving the child immediately records his/her arrival in the daily attendance register in Family. The staff member also records any specific information provided by the parents, including information about:

- The last application of suncream
- Sleep, and impact on naps
- Mood and wellbeing
- Ongoing medical issues (eg allergy update)
- Any injuries that have happened at home (these must be logged on Family as an accident they have arrived with)

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent or previously arranged designated adult at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is also required where possible for the new or unfamiliar designated adult. Parents are informed about these arrangements and reminded about them regularly.

Lead or Senior Educators will oversee the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed or approved on the app by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally.

The nursery will not release a child to anyone other than the known parent or designated adult unless an agreement has been made at the time of arrival, via a phone call or message in Family.

In the case of any emergency such as a parent being delayed and arranging for a new or unfamiliar designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.



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If a child has not arrived at nursery within one hour of their normal start time the parents will be called or messaged in Famly to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe. Parent/carers will be contacted until a reply is received.

If no contact is made with the family or any emergency contacts, family members, then the Head and Deputy will take further actions which could include:

- Recording the attempts to contact the family in Famly as an "Absence Reason"
- Visiting the home in person
- Calling the emergency services
- Calling the local authority social work team

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

Adults arriving under the influence of alcohol or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

Please refer to supervision of visitors policy for further information.

Latest Review: May 2023