Arrivals and Departures Policy

1. Purpose
This policy sets out the procedures for safe and secure arrivals and departures at Early Explorers. We are committed to safeguarding every child, ensuring consistent communication with parents, and maintaining accurate records in line with the **Statutory Framework for the Early Years Foundation Stage (EYFS 2024/25)**.

2. Arrivals
- Each child is welcomed warmly by their **key person** or another familiar practitioner.
- **Parents must pass their child directly** to a staff member to ensure the child is accounted for.
- The receiving staff member will:
    - **Record the child's arrival** in the daily attendance register
    - Note any **specific updates** from the parent (e.g. mood, interests, routines, or concerns)
- If medication is required during the day, staff must follow the **Medication Policy** and complete the relevant documentation.

3. Departures
- Children are only released to **parents, legal guardians, or authorised persons** aged 18 or over.
- If someone other than the parent is collecting the child:
    - Parents must **inform the nursery in advance**
    - The designated collector must present **photo ID and/or provide the agreed password**
    - Staff may contact the child's parent or emergency contact to confirm the arrangement if there is **any doubt**
- The staff member handing over the child will:
    - **Share a summary of the child's day**, including meals, sleep, learning experiences, and social interactions
    - **Report any incidents or accidents** and ensure the parent signs the relevant forms
    - Personally return any **medication** to the parent and obtain a signature as per the **Medication Policy**
- The child's departure must be **immediately recorded** in the attendance register.

4. Late or Emergency Collection
In the event of an unexpected delay or emergency:
- The parent must **contact the nursery immediately** and confirm who will collect the child
- The nursery will follow agreed identification procedures before releasing the child
- The **Late Collection and Non-Collection Policy** will be followed if the child is not collected within expected hours

5. Security and Access Control

- **Parents and carers are reminded not to allow other adults onto the premises** when entering or leaving to maintain site security.
- If an **unauthorised individual gains access**, and it is safe to do so:
  - A member of staff will ask the person to state the purpose of their visit
  - If there is any concern, the **Lockdown Policy** will be activated and the police contacted
  - A full review of the incident and relevant risk assessments will follow

6. Visitors

- All visitors must:
  - Sign in and out using the **visitor log or digital entry system**
  - Be supervised at all times by a member of staff
- Please refer to the **Supervision of Visitors Policy** for further details.

7. Adults Under the Influence

If a parent or authorised collector arrives appearing to be under the influence of **alcohol or drugs**, staff will follow the **Alcohol and Substance Misuse Policy** to protect the safety of the child.

8. Staff, Students and Volunteers

- All staff, students, and volunteers must **sign in and out** of the premises, including during lunch breaks and outings.
- This ensures we maintain an accurate record of adults on site at all times for fire safety and safeguarding purposes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
Aug 2025	Early Explorers Day Nursery	*Aug 2027*