



## STARFISH NURSERY

### ARRIVAL & DEPARTURE OF CHILDREN POLICY

#### **Aim:**

To maintain and ensure the safety and security of children arriving and departing the Starfish Nursery environment.

#### **Objectives**

1. The entrance to Starfish Nursery to be kept clear to avoid hazardous situations.
2. Door to the nursery to be locked before arrival and after departure.
3. Staff members only to allow parents/carers in and out of the nursery.  
Students to be made aware of this procedure.
4. Parents/carers to sign their children in and out of the nursery in accordance with EYFS regulations
5. Photographs of people permitted to collect child to be kept on child's records and/or passwords.
6. Children are not allowed to leave the Starfish Nursery with an unknown person, unless by prior arrangement with parents/carers recorded on day sheet or by written consent.
7. All staff made aware of different arrangements for a child's collection (day sheet).
8. If a child is not collected and parents/carers cannot be contacted or any emergency number unavailable, then Social Services would be contacted after waiting 30 minutes.
9. Special family circumstances should be made clear to the Starfish Nursery, avoiding any unnecessary situations concerning the child.
10. Children and parents/carers will be welcomed into the Starfish Nursery in a friendly and professional manner

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature: .....

Date: .....