

Bambino Ltd

Arrivals and Departures

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	12/03/2012	Scott Roberts	References to 'register' changed for 'signing in'
1.3	12/09/2016	Heather Clark	Checking of unexpected visitors' identity made clearer

Arrivals and Departures

It is our policy that all children and their parents/carers will be given a warm welcome on their arrival to the nursery.

Parents/carers are requested to pass over the care of their child to their child's key person or other member of staff designated to their child's room who will ensure their safety.

The front door is to be kept on the chain at all times. Staff monitor parents and the door to ensure that the chain remains in place, but parents should not try to leave the building without being let out by a member of staff.

Upon arrival, the parent/carer will be asked to sign in their child (with the arrival time) on the signing in sheet.

If the child is not to be collected by the parent/carer at the end of their session, an agreed procedure must be followed to identify the nominated adult ie. A password may be asked for along with a brief description. This information must be passed onto the Nursery Manager and recorded in writing.

No child will be handed over to anyone other than the known parent/carer unless a previous agreement has been made. On departure, the child must be immediately marked out on the signing in sheet and a time written to show that the child is no longer on the premises.

A visitor's book must be signed by anyone visiting the nursery, other than parents dropping off children. The book contains details of the purpose of the visit and details of arrival and departure times. The identity of unexpected visitors is checked eg identity badge before being entered into the building.

