



Arrivals and Departures Policy

At Little Explorers, we aim to ensure the safety and wellbeing of every child, parent, visitor, staff member, volunteer, and student. We provide a warm welcome on arrival and a positive goodbye on departure, while following procedures that safeguard everyone in our care.

Arrivals

- Parents must hand over their child directly to a designated staff member, usually the child's key person, in the child's age group room.
- The receiving staff member records the child's arrival in the daily attendance register immediately.
- Any information shared by the parent, such as health, mood, or activities at home, is passed on to relevant staff to maintain continuity of care.
- If medication is to be administered during the day, staff must follow the Medication Policy and ensure all forms are completed and signed.

Departures

- If a child is being collected by someone other than the parent or legal guardian, prior authorisation is required. Identification and a password (if arranged) must be provided.
- Individuals under the age of 18 are not permitted to collect children. If such an individual arrives, parents will be contacted immediately.
- Staff ensure they update the attendance register when a child leaves the premises.
- A designated staff member will speak with the parent to share details about the child's day, including meals, activities, rest periods, and any incidents or accidents. Relevant documentation must be signed by the parent.
- Medication (except emergency medication such as EpiPens or inhalers) is returned to the parent at the end of the day in accordance with the Medication Policy.
- In emergencies, if another person is collecting the child, the parent must inform the nursery and follow the agreed collection procedure. Staff will verify the person's identity before releasing the child.

Site Security

- Parents are reminded not to allow other individuals to enter the premises at drop-off or collection times to maintain security.
- In the unlikely event of unauthorised access, staff will approach the person only if safe to do so. If necessary, the Lockdown Policy will be initiated and the police will be contacted.
- Any security breaches will prompt an immediate review of our Arrivals and Departures Policy and risk assessments.

Adults Under the Influence

- Please refer to the Alcohol and Substance Misuse Policy for guidance regarding adults who may arrive under the influence of drugs or alcohol.

Visitors

- All visitors must sign in and out using the visitor book or electronic system.
- Please refer to the Supervision of Visitors Policy for more detailed procedures.

Staff, Students, and Volunteers

- All staff, students, and volunteers must sign themselves in and out of the building, including for breaks and lunch periods, to ensure accurate record keeping and site safety.

Review This policy is reviewed annually or sooner if significant changes occur or after a relevant incident has taken place.

This policy was adopted on	Signed on behalf of the nursery	Reviewed
24/01/2022	groberts	15th May 2025