



Arrivals and Departures

Policy statement

Over the Rainbow will give a warm and friendly welcome to each child and young person to the Setting and ensure that they are handed safely over to their parents/carers at the end of each session.

Procedures

Admissions

It is the responsibility of the Manager or person in charge of the session to make sure that an accurate record is kept of all children in the Setting, and that any arrival or departure to and from the premises is recorded in the register. The register will always be kept in an accessible place. This process will be supplemented by regular head counts by the staff team during the session.

Records of daily registers will be kept by the Setting for 21 years. These are held for the duration of the financial year within the Setting and after that are archived in accordance with GDPR 2018.

Arrivals

Upon arrival at the Setting every child and parent/carer will be greeted by a member of staff and will immediately record the child's attendance in the daily register.

If a parent/carer would like their child to be given prescribed medication during the day by a member of staff then they must complete and sign the Administering Medication Form required for the staff to administer any short-term medication. These are kept in the register for the duration of the treatment then put into the child's file when treatment is complete.

Departures

If a child is to be collected by someone other than the named person(s) on the registration form, this must be indicated to a member of staff and recorded on or before the start of the session. A password system is used if staff are unable to identify the collector of the child.

Children will not be permitted to leave the Setting alone at any time. A parent/carer, or nominated responsible person, will be required to collect the child at the end of a session.

Written permission must also be obtained for those parents/carers who wish for a child to be collected by a person under the age of 16 years.

Parents/carers must notify the Setting in writing (If possible, Verbal consent via phone call is acceptable) if someone different is going to be collecting the child. If a person arrives to collect a child who has not been named the parents/carers will be contacted immediately.

Written notification is required if a child is not to be seen or collected by a certain person (if a court order has been issued, a copy must be given to the Manager). If a court order is not in place and the parent/guardian is still on the child's registration form to collect, Over the Rainbow do not have legal rights for preventing that person from collecting.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be signed to show that the child has left the premises and the time of departure will also be recorded.

Staff members will sign the child/children both in and out on the session's register.



Late collection

- The Setting clock will be considered the accurate time, and is set by the clock on the computer.
- Late collection risks the setting exceeding the staff: child ratio, or staff having to remain on site to care for children after the setting is closed. The setting is not insured for these circumstances, and late collection can cause distress to the child concerned.
- A charge will normally be made for late collection. Where children are collected after 6 p.m. (or after the hours agreed for a flexible floating session in the holiday setting) the charge will be £20 per 15 minutes, per child, or part thereof.
- Parents/carers are asked to telephone the Setting if they are aware they will be late.
- We will contact the parents/carers if a child has not been picked up by ten minutes after the expected time of collection, and the parent/carer has not made contact.
- We will contact Social Services if a child is left more than half an hour after the expected time of collection, and parents/carers have not been contactable or made contact (See Uncollected Children Policy)
- A minimum of 2 staff will stay with the child (one of which will be the person in charge of the session – normally the manager/deputy or senior playworker).
- Persistent late collection, or failure to pay any penalty may result in the child's place being withdrawn.

Casual Bookings

Casual bookings will only be taken before 14:30 on the day childcare is required. Staff will remind parents to inform school and a confirmation email will be sent by the setting immediately to both the parent and the school reception. In the event of a child going missing procedures in the Missing Child Policy will be followed.

Arrangements for School children in Breakfast and After School Club

Staff have a daily register which shows all children booked for that day's session, which includes casual bookings. In Breakfast Club, Over the Rainbow staff will take the children across to their designated playground at the start of the School day. They will only be left when members of the School teaching staff are present. Teachers also receive a daily list of the children who will be attending After School Club that day. School staff will bring the children across to Over the Rainbow at the end of the School day. Casual bookings made before 14:30 and any amendments to registers are emailed directly to the School Reception where they inform the relevant staff.

Absences

If a child is going to be absent from a session, parents/carers/guardians must inform the Setting manager at the earliest opportunity.

If a child is absent without explanation for more than three days concurrently, the Setting manager will contact the parents/carers/guardians to try and ascertain the reasons behind this. We would also talk to school regarding a child not attending for a few days but are booked in. They may be off sick but any concerns are also raised at this point.

Regular absences from the Setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need the support of the relevant statutory agencies. The Setting and its staff will always try to discover the causes of prolonged and unexplained absences.



This policy was adopted at a meeting of	Over the Rainbow
Held in:	Nov 23
To be reviewed in:	Nov 24
Signed on behalf of the setting:	kprice
Name of Signatory:	Kelly Price
Role of Signatory:	Manager