



## Early Years Foundation Stage

### Arrival and Departure Policy

The staff at the setting are responsible for welcoming the children on their arrival and for handing them over to the correct adult on departure.

- The names of children attending Nursery/Pre-School/Reception will be logged on a register every morning and afternoon
- All adults and young people entering the building or grounds must be identified
- A system will be in place to identify and verify visitors we will record their names, organisation, and the purpose of the visit with details of arrival and departure times in a visitor's book
- All visitors must be supervised whilst on the premises
- It is vital to ensure children's safety in all areas if communal areas are used. Providers should take account of the whereabouts of other people in the building and other users on the premises
- Providers must ensure that children do not leave the premises unsupervised
- Providers must only release children into the care of individuals who have been notified to the provider by the parent and obtained permission from parents where children are to be picked up by another adult
- If staff have any concerns about the person who arrives to collect a child they will inform the manager immediately

| <b>This policy was adopted on</b> | <b>Signed on behalf of setting</b> | <b>Date for review</b> |
|-----------------------------------|------------------------------------|------------------------|
| <i>08/09/20</i>                   | <i>K.Shephard</i>                  | <i>September 2021</i>  |