Waltham Forest Early Years Guidance

Arrival & Departure Policy & Procedure Prompt Guidance

Early Years, Childcare & Business Development Service

Waltham Forest

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have written this document to help you write an arrival and departure policy for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to:

https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures

Whenever we say parents in this document, we mean parents and carers and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND).

EYFS Statutory Framework

Early years foundation stage (EYFS) statutory framework

3.62. Providers must only release children into the care of individuals who have been notified to the provider by the parent and must ensure that children do not leave the premises unsupervised. Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors. Providers must consider what additional measures are necessary when children stay overnight. - Where childminders are operating out of non-domestic premises which are routinely accessed by members of the public (e.g. a hotel or a community centre), childminders must take all reasonable steps to prevent unauthorised persons entering the part of those premises in which the children are being cared for.

3.72. Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

3.76. Providers must hold a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person

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You must provide a system for registering children, parents, staff and visitors attendance on a daily basis and show their hours of attendance. You must record the full name, address, date of birth of each child, parent/carer information and the name of each child's key person (Paragraph 3.72 and 3.76 EYFS) for all children who are looked after on your premises. You must have agreed procedures for checking the identity of visitors (Paragraph 3.62 EYFS).

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Daily registration system

- Where will you record the time that all children, parents, staff and visitors arrive and leave? Will you operate a self-registration system? How will you make sure this is working? Where will you store this information?
- When will you check the register?
- How long will you keep records for?
- Where will you include details of who is collecting the child?
- You must ensure children do not leave the premises unsupervised (Paragraph 3.62 EYFS).

Registration form

- how much detail will you include on your registration form?
- how will you make sure that each child's individual details and needs are known?
- do you have a system in place to make sure the registration details are kept up-to-date?
- where will you keep the registration information for children, staff and volunteers (remember confidentiality) and who will have access to it? Remember to include details of cover staff and the children of staff.
- where will you keep the child and staff records during an outing?

When you are setting up a registration system, think about the following:

- whether you know individual children's details and needs
- recording who will be collecting children
- getting written permission from parents if children are going to be picked up by another child's parents
- recording the time that children, staff and visitors arrive and leave. Deployment of staff at arrival and departure times
- recording arrivals and departures outside normal arrival and collection times
- making sure you update information regularly
- how and when you will use registers in an emergency
- where you will keep registers
- when you will take registers

- making sure all staff are aware of their responsibilities to keep registers
- keeping a record of all other people on the premises.
- how are you going to record children and staff who leave the premises for an outing?

Visitors

You must monitor visitor's access and record the following in a visitors book:

- the full name of the visitor
- the name of their organisation, company, job title or link to child, for example, parent or grandparent
- the purpose of their visit

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- accurate details of the arrival and departure times
- initials of the member of staff that checked the visitor's identity
- how you check the identity of visitors.

Points to consider

- Think about what you would do if a visitor, parent or staff member arrived at your premises under the influence of alcohol or any other substance? What procedures do you have in place? Would you let a parent take their child home if they were under the influence of alcohol or any other substance?

- When parents are happy for their child to be collected by another member of the family, do you ask them to tell you in writing? Is there a password system in place?

- If a parent wants their child to be collected by a young person, maybe their brother or sister, are you happy for that to happen? Consider the age of the young person and whether this is safe or appropriate to do so.

- Do you ask the parent to tell you about it in writing? Do you review the situation once a term and ask the parent to write another letter?

- You should make sure all staff and adults on your premises are aware of where other people are within the building and of other users or strangers on the premises. You should have a recorded process for this in place.

- You should inform all adults on your premises, especially visitors, about the need for security and the systems in place, for example, put up posters.

- You may need to highlight general security to visitors, such as which doors are locked or unlocked, door alarms, the use of security systems and intercoms, and name badges.

- You may want to have a copy of your policies on offer for visitors and highlight some to them, for example, your fire and evacuation procedures and risk assessments.

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