



## **Developing an Arrival and Departure Procedure**

**The procedure should include:**

### **Arrival**

- The procedures to follow when greeting children and families on arrival
- The process the setting use for registration and how the exact in and out times of children are recorded and who is responsible for this
- The procedures the setting follow where a child does not attend their usual session including following up an unexplained absence.
- How staff are deployed to ensure arrival times are managed effectively
- The information that is requested from parents and/or carers on arrival
- How children and parents or carers who are in the settling in period are supported at arrival and departure times

### **Departure**

- The procedures that are in place to ensure only authorised people are able to collect a child
- How and where details of people authorised to collect children are recorded, where these are stored, who has access and how often these details are updated. Who is responsible for ensuring updates happen.
- The procedures the setting follow where an unauthorised person attempts to collect a child i.e. is there a password system in place.
- The procedures the setting follows when a parent/carer collects a child whilst under the influence of alcohol and/or drugs
- How staff are deployed to ensure departure times are effectively monitored to ensure children's needs are met at all times
- The information that is shared with parents at the time of collection and who is responsible for ensuring this happens, for e.g. the key person
- The procedures the setting follow should a parent/carer wish to discuss anything of a confidential nature at either the point of arrival or departure
- How the security and safety of the children is maintained during arrival and departure times

**The procedure should be reviewed:**

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

**Links to other policies & procedures:**

Parents as Partners

Settling in

Recording of Information

Confidentiality

Inclusion

Safeguarding/Child Protection

**This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.**