

Arrivals and Departures Policy

Security is of utmost importance within this education/childcare service. To maintain a safe environment, we have established specific procedures for arrivals and departures:

All individuals entering the premises must use the main gate during operational hours. Parents should use the intercom system to alert staff to their presence.

Arrival of Children:

Upon arrival, we will record the attendance of each child. This record includes the time of arrival and the person responsible for dropping off the child.

Arrival of Parents:

Prior to entering the building, parents are kindly requested to turn off their mobile phones. Cameras or recording equipment are not allowed. Visual reminders of this policy are prominently displayed.

Failure to comply with these rules may result in denial of entry, and parents will be asked to leave the premises.

Parents will not be left unattended at any time while on the premises.

Should parents have questions, complaints, compliments, or concerns, all members are readily available to address and resolve the situation.

Departures:

All children must be collected by adults who are 18 years of age or older. If there is a specific need for a child to be collected by someone under 18, special arrangements can be discussed.

Written and electronic records of individuals authorised by parents/carers to collect their child/ren will be kept. Parents also provide a password for use in situations where they may authorise an unnamed person to collect their child/ren.

Arrivals and Departures:

Any individual/volunteer is expected to turn off all mobile phones, cameras, and recording equipment before entering the building. Additionally they must sign-in.

Arrivals and Departures of Visitors:

Visitors will only be admitted to the nursery under the management team's supervision.

They will be asked to turn off all mobile phones, cameras, and recording equipment before entering the building.

Each visitor must sign the visitor's book upon arrival and departure, and they must be accompanied by a staff member throughout their visit.

Signed:

Date:

Review Date: