

ARRIVAL AND DEPARTURE POLICY

PURPOSE:

To ensure that the safe, secure arrival and departure and necessary processes of children arriving at and departing from the centre are carried out each day. Also that the reasons and rules for this process are clear to parents and staff of the centre and adhered to at all times.

IMPLEMENTATION:

No child is to enter or leave the centre without an adult (over 18 years). Please always ensure a staff member receives your child on arrival and that staff are aware that you are taking your child on departure. It is a government requirement that the authorised person sign the child in and out of the attendance records which are located in the main foyer.

If it is intended that a person unfamiliar to the staff is to collect your child, then this information needs to be clearly stated to a staff member in writing or verbally. All unfamiliar people are required to produce proof of identification and must be nominated by the parents in the appropriate section of the enrolment form. Any person who is not nominated is not able to collect the child. These procedures are rigidly adhered to, in order to protect each child during the transfer of legal responsibility. Parental cooperation and support in these matters are essential.

At close of operation, all areas, including indoor and outdoor and cot including cot rooms are checked by 2 staff and staff sign a daily register to verify this was carried out before closing.

Developed: 22 February 2006
Source: Children's Services Regulation 2004