

Rosy Cheeks Nurseries

Arrivals and Departures

Rosy Cheeks Nursery will give a warm and friendly welcome to each child on arrival and will ensure that they depart safely at the end of each session.

Arrivals

On arrival at the Nursery, a member of staff will answer the door and record the child's attendance in the daily register, including the time of arrival.

Each room should be set up ready for the children's arrival and with all relevant health and safety checks completed.

Any messages from parent/carers will be verbally passed on to the member of staff who will log any messages in the daily room diary.

Departures

- Staff will ensure children are signed out indicating the time of collection and who has collected.
- Children will only be able to leave the Nursery with a person other than a parent if the parent has contacted us in advance. That person must have the child's password. In the event that someone else should arrive without prior knowledge, the manager will telephone the parent/carer immediately.
- Ideally any adult collecting a child should be named on the registration form. Only adults - aged 16 years and over - and with suitable identification, will be authorised to collect children.
- If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the nursery at the earliest opportunity. If the nursery is not informed, then the provisions of the **Uncollected Children policy** will be implemented.

Absences

- If a child is going to be absent from a session, parents should contact the nursery in advance.
- If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this.
- Regular absences from the nursery could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The nursery and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the nursery

When children are escorted between school premises and the nursery, the following procedures will be carried out:

- A clear agreement will be reached between the nursery and the school concerning the transfer of responsibility for children's safety.

- The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the risk assessment policy.
- Where applicable, staff will ensure that children are given instructions on road safety.
- If a child is absent from the nursery without prior notice, staff will check to see if the child was present at school that day - they will not rely on information provided by other children. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the parents/carers.
- If the whereabouts of the child cannot be confirmed, the nursery will instigate the **Missing Child Procedure**.

Transport

When transporting children in a vehicle, whether using a minibus or other private vehicle, staff will ensure that they adhere to the following rules:

- The vehicle is in a roadworthy condition and complies with all relevant vehicle legislation.
- In addition to the driver, there will always be at least one adult supervising at all times.
- In a mini bus the adult will be seated in the back of the vehicle and nearest to the door.
- All adults, who are involved in the transportation of children, will have appropriate and up to date suitability checks and the driver must have a valid driving licence.
- Children should not sit at the front of the vehicle.
- The driver of a mini bus will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles will be suitably insured and all children will wear seat belts. Car seats will be used if necessary.
- All drivers will have current DBS police clearance.