



ARRIVALS AND DEPARTURE PROCEDURE

We have a daily register where the attendance of children and staff showing the hours of attendance are taken. We also have a visitors book for visitors to sign in and out of the classroom. The name, address and date of birth of each child is recorded and kept on file on the premises.

Daily registration system:

- The arrivals and departure time of all children and staff are recorded in our daily register, children also have a self registration process where they take their name card and place it on the board.
- The registers are kept in the office when full.
- A visitors book is kept outside the classroom for all visitors to sign in and out
- A going home book is kept outside the classroom if someone different from the parent/carers is collecting the children
- All members of staff are responsible for keeping the register up to date



Registration form:

- A registration form is filled out by each child attending the school
- The details include:
 - The child's name, date of birth, nationality, what they are known as and their language spoken at home.
 - The mother's name, address, email address, all telephone numbers, and occupation
 - The father's name, address if different, all telephone numbers, and occupation
 - Doctor's details, name and address
 - Medical details, record of immunisation, allergies, any food they must not eat,





- Emergency contact, name, address, telephone numbers and relationship to child
- An emergency contact form is filled in when the child start school and parents are told to keep us up to date with any changes.
- The registration details will be kept in the home office where only Mrs Mustoe has access to them. The emergency contact forms are kept at the school office where all staff have access to them and this folder will go on outings.

Visitors book will include:

- The full name of the visitor
- The name of the organisation, company, job title or link to child
- The purpose of the visit
- Accurate details of the arrival and departure times
- Initials of the member of staff that checked the identity
- How the identity was verified



We promote awareness to all staff and adults, the whereabouts of other people within the building and of strangers on the premises. This is also recorded. Posters and reminders are up to make sure all parents close the gate to the site on arrival and departure.

If a visitor, parent or staff member arrived at your premises under the influence of alcohol or any other substance. We would ask them to leave immediately, in the case of a parent we would ask that they ask another responsible adult to pick up their child.

We have a going home book for parents to write in if their child is going home with another member of the family, a nanny/ child-minder or with another child from the nursery. We ask that any new person brings their id with them which is checked before the child is released to them.

a copy of the policies are available for visitors and fire procedure, risk assessments and the location of adult toilets are highlighted

