



Arrivals and Departures Policy

Updated in line with EYFS 2025, KCSIE 2025, and Working Together to Safeguard Children 2023.

At Ringle Rainbow Nursery, we are committed to safeguarding all children and ensuring their wellbeing from the moment they arrive until they are safely collected. This policy outlines clear procedures that ensure safe arrival and departure and meet the statutory requirements of the EYFS 2025 and KCSIE 2025.

Arrivals

Children and families are greeted warmly on arrival. A child's key person or a designated staff member receives the child and immediately records the time of arrival in the daily register using the BabysDays system. Any important updates shared by parents (e.g. child's health, mood, interests, or concerns) are also recorded securely.

If medication is to be administered, the staff member receiving the child ensures the medication form is completed in line with the nursery's Medication Policy.

Departures

Children are released only to known individuals as authorised by the parent. Where a child is to be collected by someone unfamiliar to the nursery, parents must provide prior written notice, a password, and request that the individual brings photo ID. This is logged on BabysDays. Staff will verify the ID and password before releasing the child.

At the end of the session, the key person or other nominated staff will provide feedback to the parent/carer including details of the child's meals, activities, sleep, interests, and any incidents. If an accident or incident occurred, the parent will be asked to sign the appropriate documentation before departure. Medication is returned directly to the parent with a signature log.

Unexpected Changes in Collection

If a parent is delayed or a new person must collect the child, the parent must contact the nursery and provide verbal confirmation of identity and collection procedure. Staff will verify details and record the incident on BabysDays. If there is any doubt, the child will not be released until the parent or emergency contact confirms arrangements.

Safeguarding and Attendance Monitoring

All attendance data is logged and reviewed for safeguarding purposes. Unexplained absences or frequent late collections are reported to the DSL and may trigger a review. In accordance with KCSIE 2025 and Working Together to Safeguard Children 2023, patterns of concern will be shared with appropriate agencies where necessary.



Arrivals and Departures of Visitors

All visitors must sign in and out of the nursery in the visitor log and show valid ID. Staff will supervise all visitors on site. Contractors or professionals must be DBS-cleared or accompanied at all times.

Review Date: 01/09/2025

By: P Reidy