



Arrival & Departures Policy for Nursery

| Date | Amendment | Signed |
|----------------|---|------------|
| September 2019 | Version 4 | D. Linacre |
| June 2020 | Updated in light of COVID 19 | D. Linacre |
| September 2020 | Updated in light of COVID 19 | D. Linacre |
| September 2021 | Updated - Some Covid restrictions taken away. | D. Linacre |

Purpose & Aim

Easterside Academy is committed to ensuring pupils a safe learning environment. It is recognised that there are occasions when the risk of safeguarding is moved up to a medium risk from a low risk.

One of these times is when there is a movement of the nursery children in and out the building and to and from the main site. This policy has been produced to assist in reducing this specific risk.

Our Nursery department aims to offer a warm and friendly welcome whilst ensuring that each child arrives and departs from the nursery safely at all times. Please also see our Safeguarding Policy,

- Our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That all Staff, Volunteers, Students, Parents and Carers are aware of the procedures for arrival and departure to the Nursery.

The protocol set out in this policy should always be followed.

Any staff wishing to change the day to day procedures in this policy would first need permission from the Principal & the Early Years Leader.

Site security must be maintained at all times. Staff must not put any child at risk by changing the rules for opening and closing of gates.

This policy will be regularly reviewed and amended as necessary. Following any incident a thorough investigation will be carried out and its findings used to inform change to procedures and working practices.

Responsibilities and Expectations

Arrivals

Nursery children arrive through the main nursery entrance.

Access to the nursery classroom is through the use of a fob system.

A member of the nursery staff remains on the nursery door at all times whilst children are arriving.

The nursery door is shut in between arrivals and when all nursery children have arrived for the session.

The Lead teacher or in their absence the HLTA will ensure that an accurate record of all children in the setting is kept in the register.

Any arrival or departure to or from the premises will be recorded in the register and on the display board will be the actual numbers.

The register of attendance will be accessible at all times in the Nursery, via the SIMS system.

Departures

During this period the nursery staff will be responsible for opening up the perimeter gate to the site (at KS1) prior to the morning session going home and the afternoon session coming in.

Staff in the academy's High Needs Base are responsible for locking the perimeter gate (at KS1) after the staggered afternoon nursery are in. This will be between 12.15 and 12.30pm.

All nursery children remain on the carpet area until they are called to the door by a member of staff to go home.

Nursery staff pass the children over to their parent / carer 'hand to hand'.

The nursery door is closed in between children leaving the setting and after all children have left.

In the event that a child is to be collected by someone other than the child's parents or other main carers who are known to the Nursery Staff, this must be planned and agreed with the nursery staff on each occasion.

Only people 18 years or over will be allowed to collect a child from the Nursery.

- Unless planned and made known to staff at the start of the session only adults named on the child's admission form will be permitted to collect a child from the nursery setting.
- In the event that someone arrives to collect a child from Nursery without the knowledge of the staff the child's parents will be contacted immediately.
- If a parent, carer or other nominated person is going to be late collecting a child from the nursery this must be made known to staff on arrival.
- If an adult does not collect a child without prior warning, at all the school would carry out internal processes to try and establish family contact. If everything fails then we go to the whole school risk assessment and engage first contact.
- The register of attendance will be updated for the children accessing the flexible nursery hours.

Absences

If a child is absent from a session due to illness the Nursery requests that their parents telephone to inform school.

If a child has planned absences e.g. holidays or appointments the Nursery requests that their parents inform the Nursery prior to the absence and complete an academy holiday / leave of absence form.

If a child is absent from Nursery for more than three consecutive days without warning or contact from the child's parents/carers to inform of the reason, the nursery staff will contact the child's parents/carers.

An external Education Welfare Officer is employed to look at whole school attendance and will contact any parent of any child if she is concerned about their absence.

The Academy recognises that regular child absence can be a sign that a family may be encountering some difficulties and might need some support from the relevant statutory agencies. The Academy will always try to discover the cause of prolonged unexplained absences.