



Bolitho Nursery

enable · nurture · thrive

Policy 8.18

Dropping Off & Collecting Children

8.18 Dropping off and collecting children

EYFS:3.7, 3.62

At Bolitho Nursery we give a warm welcome to every child and family on their arrival.

Parents are requested to pass the care of their child to a member of staff. The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is required for the designated adult and a descriptive account. Parents are informed about these arrangements and reminded about them regularly.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival or via an updated phone call or email. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member insists the parents sign the register next to the time (that the staff member has written) before releasing the child to show that the child has left the premises. In exceptional circumstances if a parent hasn't signed then the staff member will write 'with mum/dad' for example.

Adults arriving under the influence of alcohol or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. on the visitors' signing in sheet. Please refer to supervision of visitors policy for further information.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| 24th March 2020 | | March 2021 |
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