



## Arrivals and Departures

January 2026-January 2027



At Acorn Childcare Centre, we give a warm welcome and goodbye to every child and family on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety. 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, including the child's interests, experiences and observations from home.

### **Departures (collection of a child by an adult):**

- Children will only be released to their parent/carer/adult with parental responsibility or the person on the registration form unless the Centre has been informed of changes beforehand and a pre-arranged password given.
- It is particularly important in cases where parents may be separated or divorced and the other parent has right of access to the child, that the Centre Manager should be advised in confidence. The Centre cannot refuse to release a child to a parent/adult with parental responsibility at the request of the second parent without sight of an original court document which prohibits such action.
- The Centre reserves the right to refuse for a child to be released from its care if there is any doubt of the authenticity of the person calling or the capacity of that person to adequately care for the child concerned (for example, under the influence of drugs or alcohol). In that instance, alternative arrangements will be made for the collection of the child. The Centre's Safeguarding & Child Protection Policy will be followed.
- Late collection of children will result in a charge of £20 for each additional thirty minutes, unless prior arrangement has been agreed with the Centre Manager.
- The Centre will not release a child into the care of any person under 16 years of age until they are in school Year 5 unless we have received written confirmation from the parent providing consent.
- The Centre will exercise its duty of care when a child is collected, if it believes a parent/carer is under the influence of alcohol or any other substance. In that instance, alternative arrangements will be made for the collection of the child. The Centre's Safeguarding & Child Protection Policy will be followed.
- If the child is to be collected by someone who is not the parent at the end of the session, an agreed procedure must be followed to identify the designated person. A password will be requested for the designated adult and shared with the relevant staff. Parents are informed about these arrangements and reminded

about them regularly. Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect child, the parent/carer will be contacted.

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 in addition to what may already be shared via electronic systems, e.g. meals, sleep time, activities, interests, progress and friendships. 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. Children must be handed to the known parent or carer one at a time. No child should be allowed to leave the building without staff consent, regardless of a parent waiting.

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. 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 releasing the child must mark the child register immediately marked to show that the child has left the premises.

Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping off or collecting, this is to ensure the safety at all times.

In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. (Refer to lockdown procedure). In any cases where someone has gained unauthorised access to the premises, we will revisit our arrivals and departures procedures and risk assessment.

### **Departures (Children going home without an adult)**

*"The law doesn't say an age when you can leave a child on their own, but it's an offence to leave a child alone if it places them at risk. Use your judgement on how mature your child is before you decide to leave them alone, e.g. at home or in a car. Children under 12 are rarely mature enough to be left alone for a long period of time. Babies, toddlers and very young children should never be left alone."*

NSPCC

The Centre does not advise children at the end of primary school, Y6, walking home by themselves. Ultimately however, each parent is responsible for making this decision based upon their assessment of the risks involved. There is not set age when a parent can assess whether their child is ready to walk to school or home on their own. It

depends upon the maturity of the child, the length of time of the journey, the proposed route and the time the child will be alone until their responsible adult takes responsibility for them.

Parents who wish their children to walk home unescorted by an adult must adhere to the following:

- The parents must provide written consent for the child to walk home alone to the Centre Manager (Appendix A).
- It is the parent's responsibility to ensure the child is capable of undertaking the proposed journey safely.

Regardless of parental permission provided regarding walking home unescorted, if the Centre Manager believes that a child is at risk or harm then the Centre's Safeguarding & Child Protection Policy will be followed.

#### **Arrival at school (from Acorn Breakfast Club)**

- Children will be escorted to their respective classrooms and delivered into the class teacher's care.
- A register will be taken prior to leaving the Breakfast Club.

#### **Collection from School (for After-School Club)**

- A register will be completed in the classroom for all Reception and Key Stage 1 children. These children will then be escorted to the After-School club by a Teaching Assistant where the register will be checked again to confirm collection of all children.
- Key Stage 2 children will be registered in the classroom and then will walk to the designated registration point in the hall where the register will be checked ensuring all children are in attendance.
- Any unexpected absences will be investigated by the After-School Club Manager with the school office.
- If a child is due at After-School Club but cannot be traced, the Centre's Missing Child Policy will be activated immediately of the child being identified as missing.

#### **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. in the visitors' book. Please refer to supervision of visitor's policy for further information.

#### **Staff, Students and Volunteers**

Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building, including on breaks and lunchtimes.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 24 Reviewed February 2025 – SK Reviewed January 2026 - SK</i>	<i>Lorna Hodgett</i>	<i>January 27</i>

## **APPENDIX A**

Child Name: ..... Class: .....

I give permission for my child to walk home alone from Acorn Childcare Centre and can confirm that I acknowledge the below:

- An agreed safe route has been put into place.
- My child has an awareness and understanding of the Green Cross Code.
- My child has an awareness and understanding of who “Safer Strangers” are.
- I have risk assessed this route and deem it suitable.
- I will not be leaving my child for a long duration of time alone.
- I believe my child to be at adequate maturity.
- I take full responsibility in my decision to allow my child to walk home without an adult.

Signed: .....

Parent Name: .....

Dated: .....