



Arrivals & Departures Policy

April 2020

Review April 2021

The Acorn Childcare Centre (the Centre) will ensure that all children receive a warm, friendly welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate record/registration form will be kept of all children who attend the setting. A register will be kept and times of arrival and departure of children to the premises will be recorded. This will be supplemented by regular head counts throughout the day. The register will be kept on the premises at all times
- The register will be taken on all trips and outings.
- No child will be admitted into the Centre until the Admission Form is complete with all necessary information as identified in the Early Years Foundation Stage Framework.
- All children will be signed in and out of the daily attendance register by one of the Early Years Practitioners working within their room to record the child's arrival/departure at the setting.

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 that 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. 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.
- 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.

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, eg 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 up 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 parent 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 to 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 teachers 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 within ten minutes of the child being identified as missing.

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 are "Safer Strangers".
- 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: