



## **Arrivals & Departures Policy**

### **Purpose**

It is the policy of the nursery to give a warm welcome to each child on their arrival.

### **Policy**

- Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register (where possible this is done by a child's key carer). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.
- If the parent requests the child to be given medicine during the day the staff member must ensure that the medication policy and any medication consent procedure are followed.
- If the child arrives with an existing injury, the staff member must ensure that the Existing Injuries procedure is followed.
- If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult (this person must be over 16 years of age). This will involve the use of a password, and/or the provision of a photograph of the person who will collect the child.
- The planned departure of the child should be anticipated by the key carer in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to him/her personally, with appropriate documentation completed and signed.
- No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.

On departure, the child register must be immediately marked to show that the child has left the premises.

- On occasions when families are experiencing difficulties, parents may request that either parent is no longer allowed to collect or see the child. In these circumstances the nursery will follow the Parental Rights and Responsibilities guidelines set out below:

## **SEPARATED FAMILIES**

### **Purpose**

We recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high and this policy sets out how we will support all parties within the nursery including our staff team. The key carer will work closely with the parents to build close relationships which will support the child's/children's emotional wellbeing and report any significant changes in behaviour to the parent. Parents will be signposted to relevant services and organisations for support for the whole family.

### **Policy**

- During the registration process we collect details about both parents including who has parental responsibility, as this will avoid any future difficult situations.
- We request these details on the child registration form. If a parent does not have parental responsibility or has a court order in place to prevent this, we must have a copy of this documentation for the child's records.
- If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the policy set out below.

We will:

- Ensure the child's welfare is always paramount while they are in the nursery
- Comply with any details of a court order where applicable to the child's attendance at the nursery where we have seen a copy/have a copy attached to the child's file
- Provide information on the child's progress, e.g. learning journeys, progress checks within the nursery, to both parents where both hold parental responsibility
- Invite both parents to nursery events, including parental consultations and social events where both hold parental responsibility
- Ensure any incident or accident within the nursery relating to the child is reported to the person collecting the child
- Ensure that all matters known by the staff pertaining to the family and the parent's separation remain confidential
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect
- Not restrict access to any parent with parental responsibility unless a formal court order is in place.

We respectfully ask that parents do not put us in this position. We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions
- Update information that changes any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for your child

- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child

- Talk to the Manager/key carer away from the child when this relates to family separation to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat

- Not ask the nursery to take sides in any dispute. We will only take the side of your child and this will always require us to be neutral. Parental rights and responsibilities Unlike mothers, fathers do not always have 'parental responsibility' for their children. With more than one in three children now born outside marriage, some parents may be unclear about who has legal parental responsibility for their children. What is Parental Responsibility? While the law does not define in detail what parental responsibility is, the following list sets out the key roles:

- providing a home for the child
- having contact with and living with the child
- protecting and maintaining the child
- disciplining the child
- choosing and providing for the child's education
- determining the religion of the child
- agreeing to the child's medical treatment
- naming the child and agreeing to any change of the child's name
- accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- being responsible for the child's property
- appointing a guardian for the child, if necessary
- allowing confidential information about the child to be disclosed

Who has Parental Responsibility? In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent. This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- (from 1 December 2003) by jointly registering the birth of the child with the mother
- by a parental responsibility agreement with the mother
- by a parental responsibility order, made by a court Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies. A Special Guardianship order appointing one or more individuals to be a child's 'special guardian' has parental responsibility that can be exercised to the exclusion of all others with parental responsibility to the child. All parents (including adoptive parents) have a legal duty to financially support their child, whether they

have parental responsibility or not. The nursery cannot refuse a parent with legal responsibility access to the child OR remove their contact details from the child's details, unless authorised to do so through a court order. If you have any questions, please speak to a Nursery Manager

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors' book.

Associated documents:

- Medication policy
- Medication forms
- Existing Injuries form
- Collection Consent form
- Health Monitoring form
- Near Miss Form