



Arrivals and Departures

Little Hens Childcare recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the setting, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times.

In addition we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the Setting and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Children are collected by an adult who has been authorised to do so, on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Setting in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the Setting if they will be late collecting their child. If the Setting is not informed, the Uncollected Children policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the Setting in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents, they will contact the police.
- The Setting will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.