



The Butterfly Rooms (Incorporating Woodlands) LTD

Arrivals & Departures Policy Statement

General Welfare Requirements

The provider must take necessary steps to safeguard and promote the welfare of children.

Specific Legal Requirements

Providers must only release children into the care of individuals named by the parent. Providers must ensure that no child leaves the premises unsupervised.

Legislation

The Children Act (Every Child Matters – 2004)

Arrivals & Departures Policy

It is the policy that all staff give a warm welcome to each child upon their arrival.

Parents/Carers are requested to pass the care of their child to a specific member of staff who will ensure their safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately records their arrival in the daily attendance room register. Any specific information provided by the parents will be recorded and relayed to relevant members of staff if required.

If the parents request for the child to be given medicine during the day, the staff member will ensure that the administering medicine policy is adhered to.

Departure

No child will be handed over to anyone other than the known parent/carer unless an agreement has been made in writing or we have received a telephone call from the parent/carer and a password has been set up.

There are secure measures in place to make sure that no children can leave the premises unattended, and each child will be handed to the relevant parent/carer from a suitable staff member.

When departing the setting there will be at least two members of staff letting out, one to be with the waiting children and one relevant member of staff to do a hand over with the parent/carer explaining about the child's day. All children will be released one at a time to ensure the children are handed over safely.

If a child is not collected at the agreed time (end of session) or left beyond the closing time of the setting, the procedure below will be followed:

- At least two members of staff will remain on the premises.
- One member of staff will attempt to locate the child's parent/carer.
- If the parent/carer is not contactable, then emergency contacts will be phoned.
- If all attempts to contact parent/carer or emergency contacts fail then the procedure will be repeated at ten-minute intervals.
- The setting manager and safeguarding lead will be alerted.
- The Manager will refer to 'Uncollected Child Policy.'

During this time, the staff will be careful not to cause undue stress to the child. When the parent/carer arrives, the staff members with the child will expect an explanation. However, this will be dealt with in a courteous manner.

If after all reasonable attempts to contact the child's parent/carer have failed, the manager/safeguarding lead will contact the relevant social services departments (as laid out in the 'Uncollected Child Policy.')

Under no circumstances will a child be allowed to depart from the setting unless he/she is with a previously identified authorised person.

A staff member will always acknowledge departure of a child.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the Management
committee

Name of signatory

The Butterfly Rooms LTD

1st September 2024

31st July 2025



Ms S Cheale

THE
BUTTERFLY
ROOMS