

**Little Cubs Academy**  
**Safeguarding and Welfare Requirements**  
**3.4, 3.72, 3.76**

**Arrivals and Departure Policy**

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It is the Head Teacher's responsibility to ensure that the records kept on the children are accurate and that any arrivals and departures are recorded promptly. The register will be kept in an accessible place on the premises at all times.

**Arrivals**

Staff should register the time of arrival of every child. They should operate a 'running tally' to ensure they are always aware of the number of children in their care at any one time. This is to include children on a visit from another room or new settlers.

Irrespective of the number of children in the setting, there will always be at least two staff on duty. At least one of these must be qualified to a minimum of level 3 in a senior role and have a full paediatric first aid qualification.

**Garden Play**

When going outside to play, staff must physically count the children in their care and add this information to the headcount form (for outside play). The number of children is to be physically checked by another member of staff who also completes the form. The register is to be taken outside in case any children are collected or dropped off whilst the group are in the garden and the figures are to be updated immediately. Staff also count, check and sign to ensure they have the correct number of children when returning into the building.

**Departures**

If the child is to be collected by someone other than the parent / carer, staff must be told, and it should be recorded at the start of the session. The adult concerned must be named on the registration form, known to the staff and must be 16 years of age or older.

If an adult arrives at the setting to pick up a child that isn't on the registration form, the setting must ring the parent / carer immediately. A password system is used to identify a person not known by staff. Only with prior arrangements and clear details from the parent / carer will a child be released to an unknown person, such as a family member or friend. In such cases, staff must ask to see two pieces of identification, including one with a photograph.

The parent / carer must telephone the setting straight away if they are likely to be late collecting their child. There will be a charge for late collection of £10 for every ten minutes (or part thereof). We reserve the right to charge further £1 for every minute where your child is collected past the scheduled time.

Staff must record the time that the children depart from the setting and update their tally accordingly.

The attendance register should be finalised every evening. The attendance register, tally and headcount form for outside play should be filed in the office at the end of each week and this should be available at all times for inspection.

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The last two staff on duty must check all registers to ensure that every child and staff member has been signed out. They must also check every area to ascertain that no child has been left behind and the building is securely locked.

**Staff and visitors MUST also sign in and out of the setting – including dates and times.**

All visitors to the Nursery, including parents for “show arounds” must hand any mobile devices to the Head Teacher who will lock them away.

**Absences**

There will still be a daily charge for any absences as described in the contract. It is the Little Cubs Academy Owner’s discretion to waive these fees due to long-term sickness.

Parents must email the Nursery when their child is going to be absent due to sickness or holiday, or if the child is going to be late.

If a child is absent without explanation for more than three days, it is the Head Teacher’s duty to telephone to find out the reason for the absence. If a child is absent without explanation and the Head Teacher cannot reach you, your place will be cancelled with immediate effect.

Regular absence from the setting may indicate that the family is having some sort of difficulty. The Head Teacher will try to find out the cause and will offer support where necessary by linking the family with appropriate statutory agencies. Little Cubs Academy staff will always try to find out the reason for any prolonged, unexplained absences.

<b>Review Date</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>
16.4.2020	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>