

Early Years Foundation Stage

**Arrival and Departure Policy**

The staff at the setting are responsible for welcoming the children on their arrival and for handing them over to the correct adult on departure. Whenever possible this will preferably be by the child’s key person.

* The names, arrival and departure times of children and staff will be logged on a daily basis and throughout the day
* All adults and young people entering the building or grounds must be identified
* A system will be in place to identity and verify visitors we will record their names, organisation, and the purpose of the visit with details of arrival and departure times in a visitor’s book
* All visitors must be supervised whilst on the premises
* It is vital to ensure children’s safety in all areas if communal areas are used.

Providers should take account of the whereabouts of other people in the

building and other users on the premises

* Providers must ensure that children do not leave the premises unsupervised
* Providers must only release children into the care of individuals who have been notified to the provider by the parent and obtain written permission from parents where children are to be picked up by another adult
* If staff have any concerns about the person who arrives to collect a child they will inform the manager immediately

Date Approved: … …………………………………………………………………………

Review Date: ………………………… Signed: ……………………………………………