

## **Busy Bees Arrival and Departure Policy**

*Busy Bees arrival and departure policy has been adopted to support the safety and wellbeing of children.*

*We will give a warm and friendly welcome to each child on arrival and ensure they depart safely at the end of each session/day.*

### **Admissions**

*It is the responsibility of staff to ensure that an accurate record is kept of all children in school. Records of registers should be kept by the school for the number of years recommended by the Local Authority.*

### **Parent/carers procedure for signing their child in and out**

*Each parent/carer must sign their child in and out on their classes signing in/out sheet on every occasion they attend nursery.*

### **Staff registers for children attending nursery**

*All staff working in each classroom must ensure that accurate records of attendance are kept at all times, the room leader must check the computer and book at the start of each session to ensure that each child has been signed in.*

*Each classroom must also have a handheld register which must be taken outdoors when the children are in the play area, visiting the farm or taking part in a fire drill. Staff must do regular headcounts both in the classrooms and outdoors.*

*As children leave the nursery staff must highlight the child's name on their register to indicate that they are no longer on the premises, enabling staff to see clearly at a glance which children are left in the classroom. The classroom supervisor has overall responsibility to ensure the listed procedures are met.*

*At the end of the day when classes combine, the room leader must check the parents signing in/out sheets to ensure they are all correct.*

*The register must then be passed on to the room in which the children have moved, where the same procedure for signing the children out must be continued.*

*Before leaving the premises at the end of each day, the staff working the late shift must check the registers to ensure that all children have been signed out.*

### **Staff signing in and out**

*Using the book in the Reception area, all staff must sign in and out each time they enter and leave the premises.*

### **Visitors signing in and out**

*All visitors must report to reception upon arrival where they will be asked to provide I.D. if they are not known to the member of staff answering the door. Parents are asked not to answer the door if the bell rings, please make a member of staff aware that there is someone at the door.*

*Once a visitor has shown their I.D. they will be asked to sign in the visitor's book if they will be staying on the premises. We will then issue them with a visitors badge if they haven't got their own.*

*The children's safety is clearly of paramount importance to us, therefore it is vitally important that anyone entering and leaving the premises ensures that all doors and gates are securely closed/locked behind them.*

*This policy was adopted by the managers and staff, and updated on 11<sup>th</sup> April 2017  
Signed on behalf of Busy Bees Nursery School*

*“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”*