



## Happy Bunnies Nursery

### Arrivals and Departures Policy

September 2017

Sign.....

Print.....

Position.....

Date.....

Internal use only

Date of review	Author	Date to be reviewed
September 2019	Gemma Linton	September 2020

## Arrivals and departures of children

It is the policy of the nursery to give a warm welcome to each child on their arrival.

Parents are requested to pass the care of their child to a member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded in the communication diary in each classroom.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication policy is followed.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult (please refer to the safeguarding policy for more information). A password is also required for the nominated adult and their details must be logged on the child's enrolment form.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine cabinet/fridge only when the parent has arrived and should be handed to him/her personally. The Administering Medication policy is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent unless an agreement has been made prior to the departure. If in doubt check the person's identity by ringing the child's parent or their emergency contact number and ask for child's password.

On departure, the children's register must be immediately marked to show that the child has left the premises.

## **Adults arriving under the influence of alcohol or drugs**

At Happy Bunnies we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

### **Alcohol**

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, then the nursery will investigate the matter, suspend the member of staff with immediate effect and a full investigation will be carried out. This may lead to disciplinary action. If they are a parent the nursery Manager or Deputy Manager will judge if the parent is suitable to care for the child. The nursery team may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the Nursery Manager or Deputy Manager will follow the safeguarding children/child protection procedure and the police/MASH (Multi Agency Safeguarding Hub) team may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted immediately.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

### **Substance misuse**

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on

the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police may be called.

Any person under the age of 16 years is not permitted to collect any child from any of Happy Bunnies Nursery unless they have parental responsibility.

The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

### **Safeguarding/child protection**

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact MASH team and the police.

Staff will not allow a child from travelling in a vehicle driven by them and if necessary the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitor's book, visitors badge and fire information. Visitors should be made aware of our mobile phone policy and must always be supervised and accompanied by a member of staff when on nursery premises.

