

# Arrivals and Departures

We will ensure that a registration system is in place to record the arrival and departure of every child

We will ensure that we keep a record of all the names, addresses and telephone numbers of all parents, carers or other persons authorised to collect a child.

At the end of every session we ensure that all children are collected by one of the above adults.

We will ensure that no child leaves the premises with any person who is not authorised to take the child.

Should a child not be collected we will proceed in accordance with the Uncollected Child Policy.

Upon arrival and departure staff will complete the room register and follow the procedure set out in our children's register policy.

## **Staff arrival and departure**

We will ensure a staff register is in place to record their arrival and departure.

Reviewed- Sep. 15