



Arrivals and Departures

Daisy Roots recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in Daisy Roots, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct and maintain an electronic register system and conduct regular headcounts during the session.

Escorting children to Daisy Roots

Daisy Roots and St Mary's have a clear agreement concerning the transfer of responsibility for children's safety.

- ✓ We have risk assessed the route used to escort children to Daisy Roots and review it regularly.
- ✓ St Mary's and Daisy Roots ask that parents inform them of changes to drop off and collection arrangements in advance.
- ✓ For the Breakfast Club children should be brought / arrive into Daisy Roots directly through the side entrance (to the DT Room). Daisy Roots staff will escort children to relevant St Mary's sites in time for the start of the school day.
- ✓ For After School Club a member of Daisy Roots staff will collect and escort the children from the relevant school site to Daisy Roots. We maintain a ratio of 1:8 for the infant site collection and drop off and 1:10 for middle site and juniors.
- ✓ If a child is booked into Daisy Roots but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, Daisy Roots staff will immediately inform the staff at St Mary's and ask the school to implement its **Missing Child** policy.

Arrivals

Our staff will greet each child warmly on their arrival at Daisy Roots and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff sign children in at pick up time (after school) and parents/ carers will sign children in and out, specifying who dropped or collected the child and at which time
- Children must be collected by an adult who has been authorised to do so on their registration form
- If the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform Daisy Roots in advance, provide a description/photo of the person and a password that they will use. The collector will also be asked to provide some identification. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation. The child will not be released to any person until staff are authorised by the child's parent/ authorised carer
- The parent or carer must notify Daisy Roots if they will be late collecting their child. If Daisy Roots is not informed, the **Uncollected Children** policy will be followed.
- Children in year 6 may leave Daisy Roots unattended with prior parental consent and a record of this consent will be kept with the child's electronic file

- Children will not be released to any collector under 16 years old, unless arranged in advance and with parental consent

Absences

- If a child is going to be absent from a session, parents must notify Daisy Roots in advance.
- Daisy Roots will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: Daisy Roots	Date: September 2023
To be reviewed: September 2024	Signed: Lauren Reeson Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*