

It is the policy of The Teddy Bears Inn Day Nursery to give a warm welcome to each child on its arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure their safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately records their time of arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

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

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult we use a password system between the setting, parent and nominated adult.

The Key person in the group should anticipate the planned departure of the child. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to them personally. At this hand over from key person to parent/carer the Child's home and nursery book should be handed over if the child has one, as well as any other information shared with the parent. This should also include details of any accidents or incidents involving their child throughout the day, all relevant paperwork should be shown and completed at this point.

No child should be handed over to anyone other than the known parent/carer unless a prior agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number. On departure, the child register must be immediately marked to show that the child has left the premises.

If a child is left beyond the nursery closing time this procedure should be followed:

Two members of staff must remain on the premises.

One member of the staff should attempt to locate the child's parent/carer.

If the parent/carer is not contactable then emergency contacts should be phoned.

If all attempts to contact parent/carer or emergency contacts fail, then the procedure should be repeated at ten-minute intervals.

The nursery manager should also be alerted.

During this time staff should be careful not to cause undue stress to the child.

When the parent/carer arrives staff will expect an explanation however, this should be dealt with in a courteous manner.

Revision F Updated 14/01/11

Revision E Updated 14/07/09

Revision D: Updated 26/06/07

Revision C: Updated 19/10/04

Revision B: Updated 30/01/04

Revision A: First Issue 14/04/02

If after all reasonable attempts to contact parent/carers and nominated contacts have failed and parent/carer or any other contact has not been made to the Nursery, after a period of 45mins to 1hour, the nursery manager will contact the out of hours Emergency duty team on 01733 234724 and contact referral and assessment on 01733 864180. Unreported or un-notified and continuous late pick ups from Nursery will also cause the manager to contact Ofsted and report the incidents. It is the parent's responsibility to ensure the Nursery is kept up to date with changes in the child's and parents personal details this includes the name and telephone numbers of the registered contact.

Under no circumstances will a child be allowed to depart from the Nursery unless it is with a previously identified authorised person. A member of staff must always acknowledge departure of a child.

Adults arriving under the influence of alcohol or drugs

The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

Arrivals and departures of visitors

For arrivals and departures of visitors the appropriate records must be completed on entry and exit in the visitors book (Located on the shelf near the front door).