Arrivals and Departures Policy

Sample Policy Statement

Name of service promotes arrival and departure time as an opportunity to actively engage with children and families to help with the children's transitions. This is an extension of our Partnership with Parents policy. We understand that arrival and collection are our busiest times throughout the day and are committed to following strict guidelines to ensure all children's safety is protected.

Principle:

This policy is underpinned by:

National Standards for Preschool Services 2010

Admissions Procedure:

Child's Arrivals:

- On arrival at named service parents/guardians must ensure that they make direct contact with an appropriate member of staff and pass on any information that is relevant to the child's care for the day/session.
- Children should be signed in upon their arrival with the time of arrival recorded.
- Both staff and parents/guardians should make every effort to support the child's transition each day through daily conversations and moral support.

Child's Departure Procedure:

- Children can only be collected by an authorised person.
- Parents/guardians must state in writing the names of persons who are allowed to collect their child and when they are allowed to collect the child. Photographic I.D is needed on the first collection.
- On collection, parents/guardians are encouraged to meet with their child's Key Person so they can share information about the child's day.
- Children must be signed out upon departure.
Procedure in the event of concerns about child welfare at departure time

Where a parent/guardian arrives to collect a child in an ‘unfit state’ due to for example illness, drugs or alcohol the senior member of management on duty will assess whether the child’s safety and welfare may be impacted if released into this persons care.

Staff members have no legal rights to withhold a child from a parent in circumstances where a parent arrives in an unfit state due to illness, drugs or alcohol. However, the following measures may be adopted where appropriate:

1. Ensure the child in is cared for by another staff member while you discuss the situation with the guardian/parent in question.
2. Offer to contact a family member or friend, or the person(s) listed as the child’s emergency contact on their enrolment form.
3. Offer to call a taxi.

If the parent rejects the above suggestions and insists on taking the child, there is no legal recourse open to staff. However, if staff feel that the wellbeing of the child is at risk they have a duty to act as outlined in Our Duty to Care: the principles of good practice for the protection of children and young people. Department of Health and Children, 2002): ‘It is important to always put the child’s safety and well-being first, over and above any other considerations.’

It is, therefore, always the policy of the Centre that ‘the welfare of the child is the most important consideration’.

For that reason, where there is a risk to the child, it is in the best interest of the child for staff to discuss their concerns with the duty social worker in their local HSE or, in case of emergency, to contact the Gardaí.

Arrivals and Departures of Visitors

For arrivals and departures of visitors, appropriate records must be completed on entry and exit e.g. in the visitors book.

This policy was agreed and adopted by (name of the childcare service).

Date:__________________________________

Signed by:___________________________ on behalf of management

This policy will be reviewed on (insert date)__________________________ in collaboration with staff and parents