



The Wye Nursery Policies and Procedures

Signing in/out Policy and Procedure

For security and safeguarding purposes, the nursery requires all children and staff to be signed in and out of the nursery upon arrival and departure of their sessions each day. The nursery will give a warm and friendly welcome to each child on arrival and ensure they depart safely at the end of each session.

Children arriving or departing:

- Each parent/carer will bring their child into the nursery after being identified by the member of staff answering the door.
- Once they have handed over care of the child, they must sign their child in on the appropriate room's signing in sheet located either in the upstairs or downstairs hallway. Child's name, time and person who signed them in must be documented.
- Parents/carers will then leave the nursery and securely close the door behind them.
- Staff will complete a register twice a day and this is kept on file.
- Upon collection of a child, the parent/carer will be identified at the door by a member of staff. Once they have collected their child from the appropriate room, they must sign their child out on the signing in sheet. The time out and who collected is to be documented.
- If a child is late being collected at the end of their session, staff will follow the **uncollected child procedure** and call the parent/carer to establish the reason for lateness. A charge may be incurred by discretion of the manager to cover extra staffing costs.

Authorised Collectors of Children:

- Should a child need to be collected by someone other than the normal parent/carer, that person must be over 16 years old and able to tell us the child's password which would have been given by parents/carers upon registration of the child at the nursery.
- Upon registration of the child at the nursery, parents/carers are required to provide the nursery with home, work and mobile numbers of themselves and two designated emergency contacts who would be able to collect the child from nursery. Any changes to these details must be given to nursery as soon as possible.
- The parent/carer must notify the nursery beforehand that this will be happening to give their permission and to enable authorisation to be given to staff to allow the child to be released.



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- If a situation occurs where an unknown adult calls to collect a child and the nursery has not been informed, staff will contact the parent/carer to gain their permission before releasing the child. If the parent/carer cannot be contacted, we will have no alternative but to follow the **uncollected child procedure**.

Staff arriving or departing:

- Management are the only staff with key access to the building.
- All other staff must ring the doorbell and be let in by staff already on site.
- All staff and managers must sign at the start of each day by writing their name and time of arrival on the staff signing in sheet located in the downstairs hallway.
- When departing from the nursery staff must write the time leaving and sign next to the information written on arrival.

Visitors:

- All visitors to the nursery must have their ID verified by a member of staff before being let into the building.
- Visitors have normally made a prior appointment with the management and are expected to arrive so any unexpected visitors must be reported to the office by staff before letting them into the building.
- Once the visitor has been verified, they must sign in on the visitors signing in form which is kept in a separate folder in the downstairs hallway and staff will inform them of the mobile phone policy.
- Visitors must not be left unattended during their visit to the nursery in order to comply with our **child protection policy**.
- The visitor must sign out next to where they signed in when their visit is over, and a member of staff will escort them whilst leaving the premises.