



# Primary Stars

## Arrivals and Departures

Primary Stars 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 under our supervision, 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 regular headcounts during the session.

### Arrivals

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

### Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, 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 us in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify us if they will be late collecting their child. If we are not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave alone at the end of the session if we have discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave unaccompanied.

### Absences

- If a child is going to be absent from a booked session, parents should notify us in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.



This policy was adopted by: Primary Stars	Date: 17/06/2020
To be reviewed: June 2021	Signed: Robert Farr, Laura Jones

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:  
*Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment*  
[3.62, 3.64]; and *Information and records* [3.76].