



## Security Policy Arrivals and Collections



EYFS- 3.2, 3.19, 3.27, 3.62, 3.72, 3.76

Refer to- *Sickness and Medication Policy, Disciplinary Procedure, Child Protection Policy and Covid Risk Assessment and Visitor's Risk Assessment*

### **Arrivals and collection of children**

It is the policy of All My Friends Childcare to give a warm welcome to each child and their family on their arrival.

Staff and parents/carers are able to enter and exit the setting using a fingerprint system at Barnwood Nursery. Unauthorised persons are not able to enter the premises until the Duty Manager has checked their identification and they are signed in the visitor's book, see below.

Parents/carers are requested to pass the care of their child to the Duty Manager who will ensure his/her safety. Any specific information provided by the parents should be recorded. Once the child enters their base room it is the responsibility of the practitioner in the room to sign them in on the Blossom daily register. The Duty Manager will also keep a written record in the office during COVID-19 restrictions. In the event that the iPad or internet is not working a written record will be kept.

At After School Club it is the escorts responsibility to sign the children in on arrival to the setting.

At Holiday Club it is the Duty managers responsibility to sign the children into the setting.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed. *Please refer to Sickness and Medication policy.*

All My Friends Childcare Ltd will only release children to authorised collectors over the age of 18 years. A password or security number system is in place at all settings to further secure the collection of children.

No child should be handed over to anyone other than the known parent unless an 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 parents may enter the setting via the front door to collect their child/ren. The Duty Manager will answer the door and inform them where their children are. The practitioners will mark on the Blossom registers the time to show that the child has left the premises and the Duty Manager will update the written record. At the end of each day the Duty Manager will check all children have been signed out.

At After School and Holiday Club it is the Duty Managers responsibility to sign the children out on the register.

### **Procedure for non-collection of children**

All My Friends Childcare Ltd settings are open until 6pm.

- If a parent anticipates being late, a phone call to the Duty Manager of the setting explaining who will collect the child and at what time, will ensure that a member of the team will be available to stay with the child along with the Duty Manager.
- In the event of no such contact the Manager will endeavour to contact the parent, using the telephone numbers from the registration forms.
- At 6.30pm if the Duty Manager has been unable to contact parents, guardians or other nominated family or friends, the Duty Manager will contact the Police and the Duty Officer at Social Services.
- At 7.30pm the Duty Manager, Police and Duty Officer will make a decision on the custody of the child.

There is a late collection charge of £10.00 per ¼ hour or part of charged to those who repeatedly arrive late for collection of their child.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitor's book. Visitors are requested to supply relevant identification and will be supervised at all times.

During Covid 19 pandemic please refer to our visitor's risk assessment. The Duty Manager will mark the visitor's arrival and departure in our visitors signing in and out book for security and track and trace purposes.

### **Adults arriving under the influence of alcohol or drugs**

The settings 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 Duty Manager 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.

If the duty manager strongly suspects a parent/carer is under the influence of drugs/alcohol and can smell and clearly see the impairment an immediate call should be given to the police and the parent should be stalled wherever possible. We will then call another contact on the child's registration form to inform them and ask them to collect the child.

If we deem the child to be at risk, we reserve the right to report such matters to the police and local safeguarding lead GSCP 01452 426565 option 3. *Refer to Child Protection Policy.*

In the case of any employees, **staff will be sent home immediately, disciplinary action may be necessary.** *Refer to Disciplinary Procedure*

Visitors to the setting suspected of being under the influence will be asked to leave the setting. In case of professional visiting bodies, a call will be placed with heads of organisation sent.

Internal use only

<b>This policy was adopted on</b>	14.12.20
<b>Signed on behalf of the setting</b>	Louise Howe
<b>Date disseminated to staff</b>	
<b>Date for review</b>	07.02.23

Updated 23.04.21 LH Updated 07.02.22