



## POLICY DOCUMENT

*Policy title:* **ARRIVAL AND DEPARTURES POLICY**

*Last reviewed:* July 2017

### *Document control*

<i>Version</i>	<b>3</b>
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<i>Checked by: Paul Simpson</i>	<i>July 17</i>
<i>HR: Sally Jobling</i>	<i>July 17</i>
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# BARTON HILL SETTLEMENT – ARRIVAL AND DEPARTURES

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## Introduction

This policy applies to the whole of Barton Hill Settlement, and is relevant primarily to the Family Centre. It is the responsibility of all staff to ensure that the arrival and departure of children and adults is carried out safely, thereby helping to ensure the welfare of the children in our care. This policy allows us as a staff team to ensure that an accurate record is kept of all children, staff and visitors in attendance.

## Arrival

- A staff member will welcome the families into the Family Room. Volunteers, service users and placement students are not permitted to allow anyone into the Crèche Room.
- When a child arrives, a member of staff or the parent/carer will immediately record the attendance and time of arrival on the signing-in. This paper record is used for monitoring evacuation in case of emergencies.
- A staff member will, in due course, input attendance onto the estart and Focus database systems.
- Any relevant information will be shared between parent/carer and key person. If the key person is not available, another worker will talk to the parent/carer.
- All staff will be vigilant when the room door is open.
- In crèche situations, parents will say goodbye to their child before exiting the room.

## Departure

- Parents will sign out of all groups, recording the appropriate time before they leave the room.
- Children will not be allowed to leave the premises unaccompanied.
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.

## Visitors

- Visitors will be asked for proof of their identity, and must sign in, by recording full details in the visitors' book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times. Visitors will be supervised at all times.

## Record Keeping

- The register will be kept electronically accessible at all times.

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- Records of daily registers will be kept by the Family Centre for at least three years.

### Supporting Information

*NB Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.*

*Parental responsibility is given to both parents if they are married, either at the time the child is born or subsequently. If a child's parents are unmarried, the mother has parental responsibility, and so does the father if his name is on the birth certificate, and the child was born after December 1<sup>st</sup>, 2003. Unmarried fathers can acquire parental responsibility through a court application.*

*Parents must be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the Child Protection Lead or Deputy Child Protection Lead will notify First Response.*