**9: Arrivals and Departures**

Willows will always give a warm and friendly welcome to each child upon arrival and we will ensure that they depart safely at the end of each session.

**Admissions**

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the setting, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts throughout the session.

Records of daily registers will be kept for at least three years from the last entry, this is a requirement of the EYFS Framework.

**Arrivals**

On arrival, a member of staff will immediately record the child’s attendance in the daily register, including the time of registration.

When collecting from school the children are checked by Willows and school staff.

**Departures**

Upon departure, the register will be marked to show that the child has left the premises, the time of departure will also be recorded.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect the child must be one of those named on the Registration Form in the starter pack.

No child will be allowed to leave the setting unaccompanied, unless they are at high school and travel by bus.

No adult other than those named on the Registration Form will be allowed to leave the setting with a child. In the event that someone else should arrive without prior knowledge, the manager will telephone the parent/carer immediately.

If the parent/carer or nominated adult is going to be late to collect the child, staff must be informed of this at the earliest opportunity. If the parent/carer or nominated adult is late in collecting their child without providing the setting with prior knowledge, the provisions of the **Late Collection of Children Policy** will be activated.

**Absences**

If a child is going to be absent from a session, parents must indicate this to the setting in advance.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try and ascertain the reasons behind this.

Regular absences form the setting could be an early indication that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. Willows and it’s staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the Setting

Where children are escorted between school premises and the setting or vice versa, the following procedures will be carried out:

* A thorough risk assessment will be carried out and regularly reviewed.
* A contact within the school will be established, with whom the manager will liaise.
* A clear agreement will be reached between the setting and the school regarding when responsibility for children’s safety is officially transferred.
* A regular meeting place for all children will be established within the school and the setting.
* When accompanying a group of children, the setting will ensure that staff to child ratios are being met.
* Staff will ensure that children are given instructions on road safety.
* If a child is absent from the meeting place without prior warning, staff will check to see of they attended school that day – they will not simply accept the word of other children.
* If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

**Transport**

When it is unsuitable for children to be walked between school and the setting or vice versa, transportation will be arranged accordingly. For further details please refer to our **Transportation Policy.**

**Walking bus**

All children in Reception and year 1 wear hi vis as well as all staff. There is a buddy system in pace and first aid kit is allows be carried. See risk assessment.