



DIOCESE OF CHICHESTER
ACADEMY TRUST

Nursery Arrivals and Departures Policy

Date Agreed:	27/04/2026
Review Date:	27/04/2027
Type of Policy:	School

Revision Number	Date Issued	Prepared by	Approved	Comments
I	27.04.26	LE/LM	27.04.26	New policy

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

1. Aims

This policy sets out clear and consistent procedures to ensure that children arrive at and leave Little Common School Nursery safely, securely and in line with safeguarding best practice. It ensures robust supervision and secure handovers at all transition points and reflects the nursery's commitment to working in partnership with parents and carers to provide a safe, welcoming and nurturing environment for all children.

2. Legislation and statutory guidance

This policy has regard to the most recent versions of the following statutory guidance and legislation:

- Early Years Foundation Stage (EYFS) Statutory Framework
- *Working Together to Safeguard Children*
- *Keeping Children Safe in Education*
- Children Act 1989 and 2004

3. Arrivals Procedure

Little Common School Nursery opens at 7:45am. Sessions may be booked to start from 7:45am, 8:30am, 9:00am, 12:00pm and 3:00pm, depending on parental need.

Parents and carers must bring their child to the **nursery gated entrance** and use the buzzer to gain access to the nursery outdoor area and main setting door. Access is controlled via a secure intercom system, allowing nursery staff to see and speak to visitors before entry is granted.

A member of nursery staff will greet each child on arrival and take responsibility for them at the point of handover. Children will be supported to settle calmly, with reassurance and care given to support their emotional wellbeing.

Any messages from parents or carers, including changes to collection arrangements or important information about the child, will be recorded and shared with relevant staff to ensure continuity of care.

To support the security of the setting, parents and carers are asked to:

- take care when entering and leaving the nursery, and
- not open the gate or door for any other parents or visitors.

All visitors to the nursery must sign in at the main school reception (accessed via Shepherds Close) and will be issued with either a red or blue lanyard, depending on their DBS status. Visitors wearing red lanyards must be supervised at all times while on site.

The internal door linking the nursery to the main school building is controlled by a fob-access system. Access through this door is restricted to authorised staff who require entry as part of their role. Children do not access this area independently and are supervised at all times. These arrangements ensure that movement between the nursery and the main school is carefully managed and that unauthorised access is prevented.

Children will be registered on Arbor by nursery staff for sessions starting at **9:00am and 12:00pm**. All other sessions will be recorded on daily paper registers and then inputted on to Arbor by the school office administration team.

4. Departures Procedure

The nursery closes at 6:00pm

Nursery sessions run until 12:00pm, 3:00pm, 4:00pm and 6:00pm, depending on the chosen hours. It is imperative for the safety of all pupils that nursery children are collected by the session end times that have been booked. For children staying till 6:00pm early collection is permitted with prior agreement by the nursery.

Upon registration parents must provide names for persons other than themselves to collect their child, at least two named persons are required, and full contact details are required in cases of emergency.

Children will not be released to anyone not listed on the authorised collection list. If an unfamiliar person arrives without prior notification from the parent, staff will:

- Contact the parent/carer for confirmation and confirming ID details
- Request the password as set by the parent
- Refuse release if identity cannot be verified

Staff will share relevant information about the child's day that has not already been shared on the Class Dojo app (e.g. meals, sleep, activities).

Children will not be released to anyone under the age of 18, even if authorised.

Late Collection

- If a child is not collected by the end of the session time late collection procedures will be followed and a late fee may be charged.
- Children who are not collected on time will remain supervised by a member of staff, parents will be contacted immediately, and safeguarding procedures will be followed in line with the school's Late Collection Policy if a child remains uncollected.

5. Staff Responsibilities

- All staff, including temporary or supply staff, receive safeguarding training and induction and understand their responsibility for secure handovers.
- Staff remain vigilant during these key transition points and follow the procedures set out in this policy to ensure children's safety and wellbeing.
- Any concerns regarding a child's welfare observed during arrival or collection times (e.g. signs of neglect, unusual behaviour) must be reported immediately to the Designated Safeguarding Lead (DSL).

6. Related Policies

- Admission and Fees Policy
- Late Collection Policy
- Child Protection and Safeguarding Policy

7. Monitoring arrangements

This policy will be reviewed annually, or sooner if required, to ensure that it continues to reflect statutory guidance, safeguarding best practice and the operational needs of the nursery.