



Security Policy Arrivals and Collections

EYFS- 3.82-3.83

Refer to- Sickness and Medication Policy, Disciplinary Procedure and Child Protection Policy

Arrivals and collection of children

It is the policy of All My Friends 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 facial recognition system at Barnwood Nursery. Unauthorised persons are not able to enter the premises until the Administration Assistant or Duty Manager has checked their identification and they are signed in the visitor's book, see below. At Out of School Clubs, parents should ring the doorbell, and the Duty Manager will open the door for them.

Parents/carers are requested to pass the care of their child to a practitioner in their base room. Any specific information provided by the parents should be recorded in the group's message book. 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 and on their paper log.. In the event that the iPad or internet is not working, the written record will be used and maintained as priority.

At Out of School Clubs it is the Duty Manager's responsibility to sign the children in on arrival to 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 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, should the manager on duty or administration assistant be unfamiliar with an authorised collector.

No child should be handed over to anyone other than the known parent / other known carer authorised on the child's registration form unless an agreement has been made at the time of arrival and the collector has supplied the relevant password/security details. If in doubt the duty manager should check the person's identity by ringing the child's parent or their emergency contact number.

When parent's are collecting their child/ren they may enter the setting via the front door using the facial recognition system and go their child/ren base rooms to collect them. Practitioners will mark on the Blossom registers and paper record the time to show that the child has left the premises, at the end of each day the Duty Manager will check all children have been signed out.

At Out of School Clubs, it is the Duty Managers responsibility to sign the children out on the register.



Procedure for non-collection of children

All My Friends settings are open until 6pm. (5.30pm BWD ASC)

- 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 (6pm for BWD ASC) 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 (6.30pm for BWD ASC) the Duty Manager, Police and Duty Officer will make a decision on the custody of the child.

There is a late collection charge of £20.00 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. Administration Assistants must check the visitor's identification and confirm with the Duty Manager that the individual is expected. They will then ensure all visitors are signed in, mobile phones are kept secure in the office, explain the fire drill procedure and ensure the visitor is greeted warmly into the room they are visiting.

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. At Barnwood Nursery, if either of the Administration Assistants have a concern that an individual may be under the influence, they will call Head Office for assistance from the Duty Manager immediately.

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 any Duty Manager or Administration Assistant (if the child attends nursery) 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 board 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.

In the event of an outbreak of infection such as sickness/diarrhoea we will limit the access to parents/visitors and children will be taken by the Duty Manager from the front door to avoid parents entering the building. *Refer to Infection Control Policy.*

Internal use only

This policy was adopted on:	11/09/2024
Signed on behalf of the setting:	L Howe
Date disseminated to staff:	31/01/2025
Next review date:	31/01/2026