

Auchinairn Early Years Centre



Register, Arrival & Collection Policy

Purpose

This policy ensures the safety, wellbeing, and rights of all children attending Auchinairn EYC by maintaining accurate, up-to-date registers and robust arrival/collection procedures. Registers are the primary fire and safeguarding record and support our duty to act in children's best interests and protect them from harm, consistent with the UNCRC and Scottish ELC practice guidance.

This policy applies to all staff, supply staff, volunteers, students, and parents/carers involved in daily drop-off, collection, outdoor play, outings, or any activity where children move between indoor and outdoor areas.

Key Principles & Legal / Practice Basis

Children have a right to safety, protection, and care in their best interests (UNCRC).

Our register practices support:

Article 3 – Best interests of the child

Article 19 – Protection from harm

Article 31 – Right to play and access outdoor learning

These practices ensure safe supervision and accountability, particularly in free-flow and outdoor environments.

Responsibilities

Staff

- Staff must sign children in on arrival and out on departure on the staff register immediately when they witness the child arriving or leaving.
- Mark attendance with a tick on arrival and draw a line through the tick when the child departs.
- All staff are responsible for ensuring the register is completed for every child attending.
- At 10.00am and 2:00pm, a designated staff member must report any child not in attendance to Admin or the Head/Depute to ensure appropriate safeguarding follow-up.
- Staff must use walkie-talkies to communicate when children move between rooms, the garden, gym hall, nurture room, or during outings.
- Keyworkers carry out and record two daily regroup checks at: **11:15am & 3:30pm** during together time with key group.

Register Verification

- Seniors/Teachers will check registers at 10:00am to confirm all children are marked in.
- At 1:00pm, children regroup for a short session (music, movement, or story) to ensure attendance accuracy as morning children leave and afternoon children arrive (1:15pm).
- Two staff must sweep the garden before closure and confirm "Garden clear — all children indoors" via walkie-talkie. This must be logged on the sheet on the BI folding doors.
- In the event of a fire, the Senior in the playroom takes the register to the muster point; if absent, the Social Zone staff member does so as well as a 2's staff member in the 2-3 playroom.
- At 4:00pm, a designated 3-5 staff member ensures children are marked out correctly on departure, 2-3 late shift staff members will ensure 2-3 children are marked out.
- Admin staff manage SEEMIS to ensure registers are accurate and current for print out.
- If a staff member is ever in any doubt of child's attendance due to a misprint on paper register, they must confirm doubt with admin staff or Head/Depute.
- If a child is not signed in or out as required, staff must inform SLT. Failure to follow safeguarding procedures may result in action plans/disciplinary action in line with HR guidance. As the system is manual, all staff must ensure accuracy and accountability.
- If a child is collected and staff present on shift are unsure of adult collecting, they must request and verify the provided password from parents. This can be found in the child's care plan and passport.

Parents / Carers

- Parents/carers must sign the entrance register when dropping off and collecting their child. This acts as a secondary record and parent-held confirmation of handover.
- Staff will courteously remind parents who forget to sign.
- Parents must inform staff of any different authorised collector in advance and ensure password is available if requested.

Daily Register Procedures

Morning Arrival

- Staff greet the child, record the arrival on the staff register, and confirm the parent/carer has signed the entrance register and applied suncream (if applicable).
- A staff member verifies morning registers by 10.00am and report absence staff to admin, and a senior double-checks at 10:00am.

Midday Regroup

- Children gather for regroup at 1.00pm to confirm attendance and prepare for the 1:15pm arrivals.
- Keyworker Checks (11:15am & 3:30pm)

During each session, keyworkers:

- Conduct a headcount and check their group register.
- Immediately report and log any discrepancy to the room senior.

Tranquil Twilight session

- At 4:00pm, ensure registers are up to date and children are marked out as part of 'Tranquil Twilight' routine.

Collection

- Staff verify the collecting adult, sign the child out on the staff register, and ensure the parent/carer signs the entrance register before the child leaves.
- No child may leave without staff sign-out being completed.
- Request password if staff member is unsure of who is collecting.

Garden, Walkie-Talkie & Closure Sweep

- Walkie-talkies must be always used when children move between zones or play outdoors.
- Before closing the garden, two named staff perform a full sweep, check all exits/gates, and confirm via walkie-talkie: "Garden swept — all children indoors."

- The sweep must be recorded and signed.
- If a child is unaccounted for, staff must follow the Missing Child Procedure immediately and notify the Head/Depute.
- The policy to inform parents, and emergency services will be carried out by child protection officer on duty.

Fire & Emergency Evacuation

- The register is the main fire muster document.
- The Senior must take the register to the muster point.
- A verbal roll call is carried out by keyworkers, and any discrepancies trigger immediate search and emergency escalation.
- This aligns with our duty to account for every child quickly during evacuation.

Record Keeping, Auditing & Reporting

- The room Senior completes a daily Safeguarding Audit Sheet confirming:
 - Morning register verified (by 10.00am)
 - 1:00pm regroup completed
 - 1:15am & 3:30pm keyworker checks completed
 - Garden sweep confirmed before close
 - Any missing signatures or unusual events logged
 - The SLT reviews audits weekly with senior to identify trends (e.g. repeated non-signing by parents or staff oversights) and plan corrective actions or training as needed.

Training, Induction & Support

- All staff receive induction on register procedures, walkie-talkie use, garden sweep, and emergency muster practice.
- Refresher training occurs annually or immediately after any related incident.
- Guidance from Realising the Ambition underpins professional learning and reflection.

Parental Communication & Signage

- Clear signage at all entrances reminds parents to sign children in/out.
- The policy and a summary guidance sheet are shared in the welcome pack, newsletters, and website.

Escalation for non-compliance:

1. Polite reminder
2. Written request
3. Recorded note on child's file
4. SLT escalation and possible meeting if persistent

Breaches & Disciplinary Action

- Failure to follow register procedures that place a child at risk will be treated as a safeguarding concern and may lead to disciplinary action in line with HR policies.
- All incidents are recorded and investigated.

This policy aligns with:

UNCRC – Articles 3, 19 & 31

ELC Quality Framework: Safeguarding and Child Protection

Realising the Ambition: Being Safe and Secure

Health and Social Care Standards: 1.15, 1.23, 2.9, 3.1

Review

This policy will be reviewed annually or sooner following statutory guidance updates or incidents.

Next Review: October 2026

This policy has been reviewed and updated following consultation with staff and parents/carers.

Signed:

Date: October 2025