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Attendance Registers



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015
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Policy

Otters Day Nurseries maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.
Otters Day Nurseries maintain a Healthy & Safe working environment for all children & staff attending the Nursery.
We keep regularly updated **Attendance Registers** to record persons on the premises & personal details including emergency contacts for Fire & Emergency Procedures.

All members of staff must follow all the procedure at all times

Procedure

Every child & staff must be recorded on the attendance registers every session that they attend the Nursery .

Each register is required for the Fire & Emergency Evacuation Procedure & are important documents.

Attendance Register :

Each Age related Unit /room has its own designated Attendance Register .
The Attendance Register is produced by the Manager on the Parenta system.
The Attendance Register is located in the Room Document Folder.
The Attendance Register is located outside with the Unit Leader when the age group is outside.
The Attendance Register is used as part of the Fire & Emergency Evacuation Procedure & MUST be correctly completed & up to date.
The Unit Leader (or in her absence the most senior member of staff) is required to monitor the Attendance Register & ensure that it is correctly completed.
The member of staff at the point of handover from/to the parent is responsible for recording & signing the child, in and out, in the Attendance Register.

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The Attendance Register must :

- a) be completed every day, every session as each child arrives & leaves the Nursery .
- b) indicate the time of arrival & departure for every child.
- c) record the details of each child registered in the Unit/Room including : full name, parents name, date of birth, address, 2 emergency contact details, any allergies or special requirements.
- d) be completed every day, every session as each adult arrives & leaves the Unit .
- e) indicate the time of arrival & departure for every adult in the unit.
- f) record the details of each adult registered in the Unit/Room (staff paid unpaid, regular students, regular volunteers) including : full name, parents name, date of birth, address, 2 emergency contact details, any allergies or special requirements.

The Unit Leader (or in her absence the most senior member of staff) is responsible for entering & updating each child's & staff details.

The Manager is responsible for monitoring each Attendance Register to ensure that all child & staff details are up to date.

The Manager & Domestic staff must have their details recorded in the Pre-school register.

The Manager (or in her absence the deputy) is responsible for ensuring that all Registers are completed correctly.