Registration Policy

Registers are kept daily for all staff and children at the Ark Nurseries. Registers are kept in a clearly marked folder in each of the nursery rooms.

Each room has its own register where the time of arrival and departure is recorded for each child and each member of staff in that room. The staff in each room are responsible for keeping the register updated throughout the day as children and staff arrive and depart. The registers must be kept up to date at all times as they are a record of persons present at any one time. Staff check the register frequently and use head counts to check all are present.

Occasionally at the beginning and end of each day rooms may combine due to low numbers. In this instance the registers for both rooms will be kept in the room with the children and staff. If children or staff change rooms during the day they are signed out on the register for the first room and signed into the new rooms register.

Registers are kept in an easily accessible place in each room.

Each register folder also contains the name and emergency phone number of each child and member of staff in that room.

In the event of an emergency evacuation each room is to take the register folder with them so as to be able to account for all persons being present.

Office and Kitchen staff have a separate register which is kept in the kitchen.

All visitors are asked to sign in and out in the visitors book to record their presence in the building.

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