



**23. CHECKING IN AND OUT AND RECORDING OF ATTENDANCE**

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| <b>Document Title:</b>   | <b>Checking In and Out and Recording of Attendance</b> |
| <b>Unique Reference Number:</b>  | <b>023</b>   |
| <b>Document Author:</b>  | <b>YMCA Childcare, CB</b>                              |
| <b>Document Approved:</b>  | <b>Paul McDonald</b>                                   |
| <b>Person(s) responsible for developing, distributing and reviewing Policy</b>                       | <b>Paul McDonald<br/>Michelle Cullen</b>               |
| <b>Person responsible for approving Policy</b>   | <b>Paul McDonald</b>                                   |
| <b>Method of communication of policies to staff (email / hard copy / induction training)</b>         | <b>Email &amp; Hard Copy</b>                           |
| <b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b> | <b>Email &amp; Hard Copy</b>                           |
| <b>Date the Document is Effective From:</b>  | <b>October 2019</b>                                    |
| <b>Scheduled Review Date:</b>  | <b>Annually</b>  |
| <b>Number of Pages:</b>  | <b>3</b>   |

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**Statement of Intent:** It is the policy of this Service that a child(ren) will only be released into the care of people who have been authorised by the parents and guardians and who have been advised to the Service. The Service will ensure that appropriate measures are in place to record the children's attendance at the Service and that suitable resources are in place to do this effectively. The Service will also ensure that all people entering the premises are authorised to enter and their details are documented.

Each relevant staff member understands their role and responsibilities in relation to checking in and out and recording the attendance of children in the Service.

Records pertaining to checking children in and out and recording of attendance are kept until a child attains 21 years of age.

**Record of Attendance: check-in and check-out record for children.**

- Each child attending the Service is checked in and out by a relevant staff member.

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- A record of each child's attendance is kept on a daily basis and is available and readily accessible to relevant staff.
- The record of attendance kept includes the following:
  - the full name of each child attending the service.
  - the date and time each child arrives and leaves.
  - a record of the name of **one** of the following people at the time the child arrives and leaves:
    - the person who delivers the child to the Service and collects the child from the Service;
    - the employee or unpaid worker responsible for checking the children in and out;
  - the record for each room accurately reflects the children in the room and it updated when a child leaves or enters.

**Please see our policy on Authorisation to Collect Children.**

### **Check-in and Check-Out Register for Other Parties**

(Please also see Students/Visitors)

- A daily check-in/ check-out register is in place for people entering the premises **other than**:
  - A child attending the Service;
  - a person dropping off or collecting a child;
  - an employee;
  - an unpaid worker
- The following information is recorded in the check-in/check-out register for other parties:
  - the date;
  - the person's name;
  - their contact number;
  - the reason for their entry;
  - the name of the person who approved access (employee or unpaid worker details)
  - the check-in time
  - the check-out time
- Access to the Service is restricted until the check-in register is completed by the person requesting access and their details authenticated by an employee or unpaid worker.
- Other parties recorded in the check-in/check-out register do not have unsupervised access to children in the service.

### **Retention Period:**

The check-in/check-out register is retained for one year one year from the date to which it relates (QFA Appendix 22 p132)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

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**Person responsible for approving the Policy**

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