

Wickwar Out of School Club

Arrivals and Departures

Wickwar Out of School Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The session leader will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- A member of staff will escort the reception class children from school to the Club.
- All other year groups make their own way to the adjoining community room through the school hall.
- If a child is booked into the After School Club but does not arrive and the whereabouts of the child is not known, staff will immediately implement the **Missing Child policy**.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.


Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- No children will be allowed to leave the Club unaccompanied during or at the end of the session.
- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school the manager will contact the police.

- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

Related policies

Missing Child Policy
Uncollected Child Policy

This policy was adopted by: Wickwar Out of School Club	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed:  Chair of committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*