

HAZELDENE SCHOOL CARE CLUB



Arrivals and Departures Policy

UPDATED DEC 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Arrivals and Departures

Care Club recognises that the safe arrival and departure of the children in our care is paramount.

The Care Club Leader will ensure that an accurate register is kept of all children in the Care Club, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Escorting children to the Club

- The school and the Club keep an identical register of children who require escorting between locations which is updated daily (e.g. collection from after school clubs such as dance/football).
- For the afternoon session Nursery children are walked over to care club with their assistant, Reception, Years 1 and 2 children are collected from their classroom. Year 3 and 4 walk down to the door by the ICT room and are met by care club staff and walked across.

If a child is booked into the Club but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

Our staff will greet each child warmly on their arrival at the Care Club and the parent 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 can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Care Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Care Club if they will be late collecting their child. If the Care Club is not informed, the **Uncollected Children** policy will be followed.
- No child will be allowed to leave the Care Club without an adult.

Absences

- If a child is going to be absent from a booked session, parents must notify the Care Club.
- 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 there is no explanation for the absence the Club will activate the **Missing Child** procedure.

To be reviewed: December 2019

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Suitable Premises, Environment and Equipment.*