

## **Arrivals and Departures Policy**

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

### **Arrivals**

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.

The Club will be prepared in readiness for the children's arrival and all daily health and safety checks completed.

### **Departures**

When parents/carers collect children WOOSC staff will sign children out indicating the time of collection.

If the child is to be collected by someone other than those named on the registration form, this must be indicated to a member of staff prior to the start of the session and recorded by the Club. Ideally the adult nominated to collect a child must be one of those names on the registration form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

In the event that someone else should arrive to collect a child without prior knowledge being given to the Club, the Club will telephone the parent/carer immediately.

If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the Club at the earliest opportunity. If the Club is not informed, then the Uncollected Child Procedure will be activated.

Permission and arrangements for children in Year 5 leaving the Club alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on the understanding of a child's age, maturity and previous experience. Written consent for children leaving the Club alone must be submitted to the Club before such arrangements are able to commence.

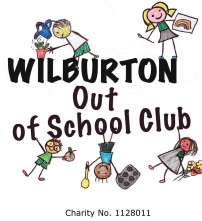
No child under the age of 8 will be allowed to leave the Club unaccompanied.

### **Absences**

If a child is going to be absent from a session, parents/carers must contact the club in advance. It is important that parents/carers contact the Club as well as the school when reporting absences.

If a child is absent without explanation staff will contact the parents/carers to try to ascertain the reasons behind this. If this is not possible the Club will follow the Missing Child procedure which may result in the police being contacted.

Regular absences from the Club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Club staff will always try to discover the causes of prolonged and unexplained absences and where necessary complete SARF/CAF forms.



### **Escorting Children between School and the Club**

Where children are escorted between school premises and the Club, the following procedures will be carried out:

- A clear agreement will be reached between the parents/carers, the Club and the school about when responsibility for children's safety is officially transferred
- The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the risk assessment policy
- The school and the Club will keep accurate registers of all the children who require escorting between locations and update daily
- An appropriate meeting place for children will be established within both the school and the Club. If the meeting place is complex, children under eight should be escorted directly from and to classrooms and the Club's premises
- There will always be two staff members accompanying any such group including a member of staff at the front and one at the rear
- A member of Club staff will speak to school reception staff to identify any absent children prior to collecting children
- If a child is absent from the Club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child are not clear, staff will immediately inform the designated contact at the school and the parents/carers
- If the whereabouts of the child cannot be confirmed, the Club will follow the Missing Child procedure which may result in the police being called

### **Staff and Visitors**

All staff must sign in when they arrive on site noting the actual time of arrival. Staff must also make sure they note the actual time when they leave. *(Club should detail here where staff sign in)*

All visitors to the Club will be required to sign in *(Club to detail where)*. The following information will be logged:

- Date
- Full name of visitor
- Where they are from/reason for visit
- Time in
- Time out
- ID check