

# Arrivals and Departures Policy

Mr H 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 manager 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.

- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the class teacher at the school and will ask them to implement their Missing Child policy. If the teacher says that the child went home with someone else or the parents but the Club has not been informed the staff will treat this as an absence and follow the procedure set out below.

## Arrivals

Our staff will greet each child warmly on their arrival, either morning (07:45 onwards, however no breakfast exists at present) or after school in the dining hall (3:20), at the Club and will record the child's attendance in the daily register straightaway, including time of arrival and children arriving later from other activities. All children arriving straight from school will be ticked as present which will mean they arrived at the end of the school day – 3.20pm.

## Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
  - Collecting parent/carer will collect children from the metal caged area gate joined to the school dinner hall in the staff carpark. Collecting adults must make a phone call on the Out of School Club's mobile to alert staff to the collect.
- 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 or photo ID that they will show. 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.
- *Children will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.*

### **Departures to School/lessons**

All children depart the club to agreed waiting areas within the school grounds. Children leave the club at 08.40am unless the parents/carers have provided a signed letter to state that they would like their child to leave earlier.

In the event of a child falling ill during the morning session the parents will be called. If the parents have not arrived by the start of the school day the child will be taken to school and handed over into the care of the school administrative staff at the office.

### Absences

- 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.

**IT IS NOT MR H OUT OF SCHOOL CLUB STAFF'S RESPONSIBILITY TO INFORM THE SCHOOL OF A CHILD'S ABSENCE. PARENTS MUST INFORM THE SCHOOL BY THEIR AGREED PROCESS.**

**IT IS NOT THE GCM SCHOOL RESPONSIBILITY TO INFORM MR H OUT OF SCHOOL CLUB OF A CHILD'S ABSENCE.**

- 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.
- If a parent's number is out of date then please inform the Manager.