

Arrivals and Departures

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 registration.

The room will be set up ready for the children's arrival and all health and safety checks completed.

Departures

Parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.

No adult other than those named on the registration form will be allowed to leave the Club with a child. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.

If the child is to be collected by someone other than the parent/carer, 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 named on the registration form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

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 provisions of the Uncollected Children policy will be activated.

Permission and arrangements for children aged eight years and over leaving the Club alone at the end of a session will be a matter for discussion between the Co-ordinator and parents/carers, based on an 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 must contact the club in advance.

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.

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 and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the Club

- The Bookings folder will be kept by the School Office during the day which contains daily bookings, contact information and registration information in case of emergencies. School teaching staff will be advised by email on a weekly basis of who is attending club in the evenings and amendments will be emailed daily as required.
- Children from Reception to Year 2 will be collected from their individual classes by staff. Year 3 and 4 will be met from the seating area in the corridor between year 3 and 4 classes, year 5 and 6 will make their own way over to the club from their classes.
- Children will be escorted to the club with the ratio of 1 staff member to a maximum of 8 children.
- If a child is absent from the club without prior warning they will check with the teaching staff and or the school office to see if they were at school that day – they will not accept the word of another child or

children. If the whereabouts of the child cannot be ascertained, staff will immediately inform the club co-ordinator (or senior member of staff on duty). The school office will be notified and if they cannot confirm the whereabouts then the missing child procedure will be implemented.

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

Breakfast Club

Children will be escorted to school as follows

- Children attending "Sensory Circuits" will be escorted to the hall from 8:15am
- KS2 – will be Allowed to leave the club under supervision and watched from the door of the new building to their class doors at 8:45am or when the first bell goes. At this point the playground is also supervised by school staff.
- KS1 – will be escorted to their classes at or soon after 8:45 am.
- Nursery and Pre –nursery Children will be delivered to their classes at or soon after 8:45am.

After School Club

Children will be escorted to the club in the following way,

- Nursery and Pre – Nursery children will be escorted to the club by their staff at the end of their session at 3:30pm
- KS1 Children will be collected from their classes and escorted to the club
- Year 3 and 4 will be collected from the chairs in the corridor between year 3 and 4 class and escorted to the club.
- Year 5 and 6 will make their way to the Club from their classes.

Transport

The Club will use a minibus or bus when escorting children longer distances. When escorting children by minibus, staff will ensure that the following rules are always adhered to:

- The vehicle will be in a roadworthy condition and comply with all relevant vehicle legislation
- In addition to the driver, there will always be at least one adult supervising at all times
- In a mini bus the adult will be seated in the back of the vehicle and nearest to the door
- All adults, who are involved in the transportation of children, will have appropriate and up to date Criminal Records Bureau checks and valid driving licences
- Children should not sit at the front
- The driver of a mini bus will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children
- All vehicles will be suitably insured and all children will wear seat belts. Car seats will be used if necessary, these will be supplied by parents /carers where possible.

This policy was adopted at a meeting of _____ Burrowmoor out of School Club.
Held on (date) _____
Signed on behalf of the Management Committee/Proprietor _____
Role of signatory (e.g. chairperson etc.) _____
This policy was reviewed on _____ (date)
continue as necessary _____ (date)