

HIGHFIELD AFTER SCHOOL CLUB

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. When collected by the club taxi, staff will enter the time and initial to confirm checks have been carried out prior to the child leaving.

No adult other than those named on the registration form, the driver of a taxi arranged as part of the clubs free taxi home service, 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.

When parents use the clubs taxi service, staff will carry out checks on the driver and vehicle, these checks will include checking the taxi company is correct the drivers C.R.B. number, the taxi licence and the taxi plate number and registration.

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 Manager 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 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 is 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.