

LANCASHIRE COUNTY COUNCIL



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

St. John's Shooting Stars

Breakfast Club



&

After School Club

Arrivals and Departures Policy

Arrivals and Departures

Breakfast Club and St. John's Shooting Stars 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.

Arrivals

When your child/children are attending breakfast club the manager will record your child's attendance in the daily register on arrival. A member of staff will then accompany children to the classroom at 8.40am.

For the St. John's Shooting Stars, our staff will meet the EYFS to Y3 children on the playground. A member of staff from each class will ensure they arrive at the designated point. Children in Y4-Y6 will be brought over from the Old Building by a member of staff.

Departures

- *A member of staff will sign children out before they leave, including the time of collection.*
- *An adult who has been authorised to do so on their registration form collects children.*
- *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. If the manager has any concerns regarding the person collecting, he/she will contact the main parent or carer for confirmation. If a parent cannot be contacted for confirmation the person will not be allowed to collect the child. This person must also have a password. **Please ensure you notify us of any changes to the contact list***
- *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.*
- *No child will be allowed to leave the Club unaccompanied.*

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.*
- *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.*

<i>This policy was adopted by: Breakfast Club and St. John's Shooting Stars</i>	<i>Date: July 2022</i>
<i>To be reviewed: July 2023</i>	<i>Signed: N.R.Healey</i>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.62, 3.64]; and Information and records [3.76]*