

ARRIVALS AND DEPARTURE PROCEDURE

The Avenue Infant School wraparound clubs recognise that the safe arrival and departure of the children in our care is paramount.

Staff 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.

Breakfast Club

Parents/carers can bring their child to breakfast club from 7.45am until 8.15am. Any children arriving after this time will not be able to access the club as the school gates will be closed. Parents/carers must bring their child to the school hall using the hall door in the large playground and handover their child to a member of staff. Children cannot be dropped off at the gates or left in the playground by themselves at any time. Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

After School Club

Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including time of arrival.

Escorting Park Junior School children to After School club

- The club and both schools (Avenue Infant School and Park Junior School) have a clear agreement concerning the transfer of responsibility for children's safety.
- Park Junior School are responsible for the risk assessment for the route used to escort children to the club and review it regularly
- Two members of Park Junior School staff will escort the children from Park Junior School to the club
- Any children that attend an extracurricular club at Park Junior School that finishes later than the normal finish time will be escorted to The Avenue Infant School by a member of Park Junior School staff.

Departures

- Staff will ensure that the children are signed out by staff before they leave including the time of collection
- Children can only be collected by an adult who has been authorised to collect them on their registration form
- The parents/carers must inform the club in advance if someone who is not listed on the registration form is to collect their child.
- The parent/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.