

## **ARRIVALS AND DEPARTURES**

The Avenue Breakfast and After School Club recognises 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 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.
- We have risk assessed the route used to escort children to the Club and review it regularly
- Both schools need to keep an identical register of children who require escorting between locations which is updated daily
- 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 collected by a member of The Avenue Infant School staff, if necessary the outside area is not in use at this time to ensure adequate staffing levels.
- 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 designated contact at Park Junior School and the child's parents/carers, and to follow the procedures laid out in the **Missing Child** procedure.

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### Departures

- Staff will ensure that the parents/carers sign the children out 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 manager will contact the main parent/carer for confirmation if they have any concerns regarding departures
- 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.
- Children over the age of 8 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.
- Children below the age of 8 will not be allowed to leave the Club unaccompanied.

### Absences

- If a child is absent without explanation, staff will contact the parent/carer and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- 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.

This policy was adopted and reviewed on:	Date: 23/10/2020
To be reviewed: Annually	Signed: Stewart Miller, Chair of Governors