



<b>THE WHITE ROSE FEDERATION</b>
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<b>ARRIVALS AND DEPARTURES POLICY – OUT OF SCHOOL CLUB</b>
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Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2022		Spring 2024	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A. Burr & A. Edwards

Links to Other Policies	

Our Federation recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our before or after school 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.

### **Escorting children to the Club**

- The school have a clear agreement concerning the transfer of responsibility for children's safety.
- Parents will drop off their children with the Club Leader at Breakfast Club. For after school club, the class teacher will escort the children to the Club leader in the main school classrooms and hand over to the Club Leader.
- If a child is booked into the Club but is not handed over to the Club Leader, 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 the school and ask the school to implement its **Missing Child** policy.

### **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 the time of arrival.

### **Departures**

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- 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.
- 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.

### **Absences**

- If a child is going to be absent from a session, parents must notify the Club in advance by 12 noon for Out of School Club and 3.00pm the previous day for Breakfast Club. We reserve the right to still charge for sessions if cancellations are made after this time.
- If the absence is due to the child being off school unwell, then the office should inform the Club staff.

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]*