



Essex After School Clubs

# **Arrivals and Departures Policy**

## **Arrivals, Departures and Non Attendance**

**We will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.**

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the Club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts throughout the session.

### ***Arrivals***

On arrival, the Club Manager will record the child's attendance in the daily register, including the time.

#### Non attendance

If a child is booked into the club and does not attend or is not at the school for us to collect them then staff will:

- Speak to the class teacher or school office to ascertain whereabouts of the child.
- Inform the club Manager
- The club Manager will contact the child's parent

See also 'lost child procedure'

### ***Departures***

If the child is to be collected by someone other than the parent/carer, the club Manager must be informed as soon as possible and the club will operate a 'password' system.

*(EYFS Requirement: 3.62-Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised.)*

### ***Late fees***

There is a late collection fee after the club closes. Please see parent registration form and contract for further information.

### ***Notice Period***

The Club requires four weeks notice in writing of your child leaving the Club.

## ***Absences***

If a child is going to be absent from a session, parents must inform the club manager as soon as possible. There is no refund for absences.

## ***Escorting Children between School and the Club***

Where children are escorted between school premises and the Club, the following procedures will be carried out:

The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

A contact within the school will be identified, with whom the Manager will liaise.

A clear agreement will be reached between the Club and the school about when responsibility for children's safety is officially transferred.

A regular meeting place for children will be established within both the school and the Club.

Staff will ensure that children are given instructions on road safety.

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.

## ***School pick-up procedure***

- Staff are to check with the Club Manager Daily for changes to the pick-up register.
- Staff must take appropriate school register, ID badge, mobile telephone and umbrellas if necessary.
- Adults and Children's high visibility jackets must be worn.
- In the event of staff running late, staff must inform the Club Manager who will contact the school concerned.
- Children are to be marked correctly in, on the register
- Children are to walk in a safe and calm manner. Staff (not children) should be closest to the road and should walk along side the children so that they have full view of the children at all times.
- When more than one member of staff are collecting the children, one member should lead at the front and one staff member at the back.

- Staff / children ratios are as follows:  
Children aged 4 – 7 years. 1:6  
Children aged 8 – 11 years. 1:8
- The Green Cross Code must be observed at all times and re-enforced with the children while crossing the road.
- On arrival at club, staff should pass on any messages or concerns to the club manager.

## ***Transport***

The Club may at some stage use a minibus when escorting children longer distances. When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- In addition to the driver, there will always be at least one adult supervising at all times. This adult will be seated in the back of the vehicle and nearest to the door. All adults, who are involved in the transportation of children will have appropriate and up to date Disclosure and Barring Service Check.
- The driver will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles are suitably insured and all children are wearing seat belts. *(EYFS Requirement: 3.66-Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.)*