

Arrivals and Departures

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

Admissions

It is the responsibility of the Senior Play Worker and staff to ensure that an accurate record is kept of all children in the club and that the arrival/departure to and from the premises is recorded in the daily register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session, if required. Children from reception class will be escorted to class from breakfast club by a playworker. At the end of the school day, a class teacher will escort the children to The Base.

It is a requirement of the EYFS that records of daily registers be kept for at least 3 years from the last entry. (Providers are required to show these documents during the next Ofsted inspection).

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register. We then take the register to make sure all children are present.

The EYFS and CR states that records of daily registers need to be kept for at least 3 years from the last entry as a minimum. (Providers are required to show these documents during the next Ofsted inspection).

If the parent/carer wants their child to be given medicine during the day by a member of level 3 staff, they must complete and sign the Administration

Medication Form (*form 1.1*). Further details of this procedure are contained in the clubs Administration Medication Policy.

Departures

If the child is to be collected by someone other than a parent/carer this must be indicated to a member of staff and recorded at the side of the Childs name. The adult nominated to collect the child must be one of those named on the registration form (*see form 2.1*), unless otherwise stated by parent/carer. Only adults aged 18 years and over and with suitable identification will be authorised to collect children.

Permission and arrangements for children leaving the club alone at the end of a session will be a matter of discussion between the Senior Play Worker and the parent/carers. In such cases parent/carers will be required to fill in a 'home alone form' (*see form 2.2*), based on an understanding a childs age, maturity and previous experience. No child will be allowed to leave the club unaccompanied.

No adult other than those named on the Registration Form will be allowed to leave the club with a child. In the event that someone else should arrive without prior knowledge, the club will telephone the parent/carer immediately for guidance.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the **uncollected children policy** will be activated.

Upon departure the parent/carer will be required to sign the register to show that the child has left the premises.

Absences

If a child is going to be absent from a session, parents must indicate this to the club in advance giving at least 48 hours notice, otherwise there will be a charge incurred for late notice. The only exception to this is if the child is absent or sent home during the school day due to illness.

Collecting children from School

A clear agreement will be reached between the club and the school about when responsibility for childrens safety is officially transferred.

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 Childs teacher and front office and parent/carers will also be informed. *(see Lost Uncollected Child Policy 2009).*

Signed _____ **(Manager)** _____ **(Date)**

Signed _____ **(Chairperson)** _____ **(Date)**