



HRS Breakfast and After School Club

Arrivals and Departures Policy

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 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 on Arbor. The register will be kept electronically. This process will be supplemented by regular head counts during the sessions.

It is a requirement of the EYFS that records of daily registers be kept for at least three 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, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Medical Administration Form. Further details of this procedure are contained in the school's Administering Medication policy.

All children must be escorted into the HRS After School Club.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. No child will be allowed to leave the club unaccompanied.

No adult other than those named on the Admissions 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.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible and late fees may apply. If a parent or carer is late in collecting their child, the manager will try to contact them using the contact details on file. If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact Children's Services for advice.

Absences

If a child is going to be absent from a session, parents must indicate this to the club in advance.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from the club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The club and its staff will always try to discover the causes of prolonged and unexplained 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:

- A clear agreement will be reached between the club and the school about when responsibility for children's safety is officially transferred.
- Children will be escorted directly from classrooms to the club's premises.

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 school and the parents/carers.