

Bowerham Kids Club

Arrivals and Departures

Bowerham Kids Club recognises that the safe arrival and departure of the children in our care is paramount.

The Session Leader 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 will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Escorting children to the Club

- The Club takes the transfer of children from school very seriously and takes all possible steps to ensure all children arrive safely to the Club.
- The Club will conduct a risk assessment on the route used to escort children to the Club and will review it regularly.
- All children are escorted to the Club from their key area (Early Years, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2)
- Members of staff will escort the children from school to the Club.
- We kindly ask parents that they contact the club directly if their child is going to be late or will not be attending the Club
- If a child is booked into the Club but is not at the collection point, staff will check to see if 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 the child's parents or carers, and follow the procedures laid out in the **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 can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- 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.
- 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 fully 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 going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers 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 family is having some difficulties and might need additional support.

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| This policy was adopted by: | Date: |
| To be reviewed: | Signed: |

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Suitable Premises, Environment and Equipment.*