



## Arrivals and Departures Policy

Mighty Oaks Before and After School Club recognise the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager and deputy manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on 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.

### Arrivals in the morning

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance on the daily register.

### Escorting children from class to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- The Club and the school keep an identical register of children who require escorting between locations which is updated daily.
- Children will line up inside at their designated doorway (to the courtyard) and wait for the two designated members of staff who will escort the children from school to the Club.
- If a child is booked into the Club but is not at the collection point, 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 child's teacher and ask the school to implement its Missing Child Policy.
- The children from nursery and reception class will be brought to the club by a member of the EYFS team.

### Departures

- Staff will ensure they record the time and sign children out as they leave.
- Children are collected by an adult who has been authorised to do so and is named on their 'Contract of Agreement' form.
- In exceptional circumstances, if the parents/carers require another person who is not listed on the registration form to collect their child, the child's parents/carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager or deputy manager has any concerns regarding the person collecting, they will contact the main parents/carers for confirmation.
- The parents/carers 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/carers must notify the Club in advance.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

<p><u>This policy was adopted by:</u> Mighty Oaks Before and After School Club</p>	<p><u>Date agreed:</u> 1<sup>st</sup> August 2020</p>
<p><u>To be reviewed:</u> August 2022</p>	<p><u>Signatures:</u> Club Manager: Epworth Trust:</p>