

Hamsey Green Primary School

After School/Breakfast Cub - Arrival and Departure Policy

This policy outlines our system for registering children, parents, staff, and visitor's attendance on a daily basis to record their arrival and departure times. In accordance with (3.76 Statutory Framework to the EYFS 2014) all children attending the Ocean and Surfers club must have a registration form filled out by their parent/carer containing the name, address, date of birth, any medical information, contact details, names and contact details of adults who have permission to pick up the child from club.

The governors of the school recognise that the safe arrival and departure of all children to either provision is paramount.

The Supervisor/Deputy Supervisor will ensure that an accurate record is kept at all times of all children attending the club and that all arrivals or departures are recorded in the register. The register is accessible to all members of staff during session times. In addition we conduct regular head counts at all times when the children go outside to play and when they return back into club.

Escorting Children between sites

- The Ocean/Surfers club have a clear agreement concerning the transfer of responsibility for the children's safety at all times.
- The route used to escort the children to and from the club to the lower school premises is risk assessed.
- Before each walkover all children are register checked and a head count carried out.
- All staff and pupils wear high visibility jackets and children walk in pairs. An adult always walks at the front of the line in the middle and at the end of the line. The correct adult to child ratio in accordance with EYFS guidelines must always be followed.
- On arrival at the lower school all pupils are escorted by a member of staff to their class teacher.
- Upper school pupils are checked via the register and escorted into the main school building directly to their classrooms in the mornings by a member of staff.
- Lower school children attending Ocean club (After School Club) are picked up from their classrooms by a member of staff (one staff member to each year group) - all staff and children meet together in the year 1 cloakroom.
- Upper school children make their own way through the school to the after school club building. A member of staff is always present to open the door and let them into the club.
- The Ocean club has up to date lists of all after school clubs and activities going on in both schools as well as a list of children attending them. The Supervisor will note on the register against the child's name if they are attending a club.
- All children attending an after school activity are either picked up by an Ocean club member of staff or are delivered to the Ocean Club by the teacher running the after school activity. This must be arranged in advance each half term.
- If a child is booked into the Ocean club but does not arrive then a senior member of staff will contact the school office to double check regarding absences, emails or telephone calls which could have been received late in the day. If no satisfactory explanation is received then the supervisor/deputy supervisor will attempt to contact the adults named as authorised on the child's registration form. If unable to contact any one we would follow the procedures laid out in the Missing Childs Policy.
- If a child arrives at the After School club but is not booked in then the senior member of staff will, in the first instance, contact the school office for any up to date information before contacting the parent/carer for instructions.

Arrivals

All members of staff will greet each child in a warm and friendly manner on their arrival at Ocean and Surfers Club.

To encourage independence the children self-register on arrival.

Departures

- Parents/carers can only gain access to the ASC by ringing the doorbell – a member of staff will then allow access.
- No collecting parent/carer is to be left unsupervised at any time.
- Children are only released into the care of an authorised adult who gives the correct password to a member of staff (from September 2016).
- The register must be signed by the person collecting the child together with the time of collection.

Registration/ Records

- On arrival the child's name is highlighted and the arrival time recorded against their name on the register.
- When the child's parent/carer picks them up from Ocean Club they sign their name against their child's name and write the pick- up time on the club register.
- Registration forms of all children attending Ocean/Surfers Club containing child's name, parent/carer contact details, address, emergency contact details, dietary/medication and named adults authorised to collect are kept in a registration file which is always accessible to members of staff during session times. The file is secured in a locked cupboard by the most senior member of staff at the end of each club session.
- Children are only released from Ocean Club to an authorised adult named on the child's registration form details (3.62 Statutory Framework 2014). No child is allowed to leave the club premises unsupervised or with a KS2 age sibling.
- The club registers are collected and returned on a daily basis from/to the school office – attendance information is updated daily by a member of the Admin team.
- The register is kept at all times during the session on the supervisor's desk in the club and is accessible by all staff to sign the children in or for use in an emergency. It is also accessible for parents/carers to sign their children out.
- School policy is that all staff/visitors sign in and out of the site via the main school entrance - registers are situated outside the school office. All visitors wear a visitor's pass at all times when on the school premises.

Extraordinary Collection Arrangements

The After School Club recognises that sometimes parents have to put in place alternative arrangements for emergency situations e.g. train strike. In this situation, as a one off, parents/carers may telephone the After School Club and speak to the Supervisor/Deputy Supervisor to put this into place.

- It is the parent's responsibility to provide safe egress for their child from the club.
- It is the DSLO's responsibility to ensure that adequate arrangements have been put in place before releasing a child at the end of the session under these alternative arrangements.

The Supervisor/Deputy Supervisor will ensure that they are satisfied with all aspects of this arrangement including route and access to home, and will put this in writing for the parent/carer to sign. These forms should be kept securely in the club.

It is school policy that adults (over 16) must collect and sign for any KS1 child. Parents may direct that an under 16 year old (not a KS2 pupil) may collect a KS2 sibling. This must be in writing, containing the assurance that the child is being taken straight home or to a family member's home together with details of route and how they will access the home. The written permission must be reviewed on a termly basis in conjunction with the After School Club supervisor.

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