

# **SCOTFORTH AFTER SCHOOL & COCKERHAM KIDS CLUB**

## **ARRIVALS AND DEPARTURES**

### **ARRIVALS -**

During breakfast children should be dropped off at designated point (Hall – Scotforth & back door Cockerham). To ensure that we have time to serve breakfast we ask if parents can drop children off by 8.20am. At 8.45am. All children will go to their class while pre-school children (Scotforth only) will be escorted to the Nursery. During after school children should be greeted upon arrival at the designated meeting point and their name checked in the daily attendance register. Once all children are present, the staff will organise them in to groups and a head count should be carried out which should be checked against the register. Notes of expected times of arrival should be made regarding children on the register who are due to arrive late due to attending extended school activities.

Children who arrive at the club independently or arrive late due to an after school activity should also be greeted upon arrival and signed in on the register.

If any children fail to arrive as expected, the staff should follow the club lost and uncollected children procedure. They must continue to act until they are satisfied that the child is safe and their parent knows where they are.

### **DEPARTURES -**

Parents should be promptly admitted to the club on arrival and welcomed by club staff. They should be escorted to their child's group (where possible) and given details of how their child has been and what activities they have been doing. During the pandemic parents may be asked to wait outside while we release their children as part of Covid-19 protective measures.

Staff must ensure that the parent is given any necessary messages or records to complete, including accident and incident forms. These should be signed by both the member of staff and the parent. On occasion we may sign this on behalf of the parent, making sure we write the time the message/information was passed on to the parent.

The child's departure time is noted in the daily attendance register on the Ipad or laptop.

Children will only be allowed to leave the club with those persons specifically named on the registration form who must be 16 years old+. If a parent wishes their child to be collected by someone else, they must inform the club in advance and give the name of the person collecting their child.

No adult other than those specifically named by the person registering a child will be allowed to leave the club with a child. In the event that someone else should arrive without prior consent, the club manager will contact the child's parent for clarification. Under no circumstances will a child be allowed to leave the club unless collected by a registered adult. It is not appropriate for club staff to escort children home unless in exceptional circumstances such as being a family member or close friend of the parent.

Children in year 6 are with written parental consent allowed to leave to club at an arranged time to escort themselves home to where they should then be then met by an adult or person aged 16+

### **GENERAL -**

- ◇ Daily records will be kept of children and staff in attendance, noting their arrival and departure times.
- ◇ These will be kept for a minimum of 2 years.
- ◇ The daily attendance register will be kept on the Ipal system until deleted.
- ◇ A visitors record will be recorded on the Ipal system
- ◇ In the event of an emergency, the club manager will ensure that the Ipal digital register is available.
- ◇ Additional registers (paper based) will be produced for trips and outings.

