SCOTFORTH AFTER SCHOOL CLUB

ARRIVALS AND DEPARTURES

ARRIVALS -

During breakfast children should be dropped off at the hall doors accessed through the bottom playground. To ensure that we have time to serve breakfast we ask if parents can drop children off by 8.25am. At 8.45am Pre-school children will be escorted to their early years class and all other children will go straight to class for in time for school to start.

During after school club children, will be greeted by their playleader and 3.10pm and their name checked in the daily attendance register. All nursery and reception children will be collected from their class and cared for in the Early Years or KS1 classes. All children KS2 go straight to the daily classroom being used and head counts should be carried out which should then 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. A list should be formed of who is where and what time they are expected to join and attend the club. All missing children should be followed up with information provided by an adult to their whereabouts. Under no circumstances would we take a child's word for the whereabout of children.

Children who arrive at the club independently or arrive late due to an after-school activity should also be greeted upon arrival and their time of arrival noted in the daily attendance 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.

Staff must ensure that the parent is given any necessary messages or records to complete, including accident and incident forms. These are now digitally completed via the IPAL system and are to be completed on the ipad and emailed to parents for them to digitally sign. Both the member of staff and the parent should sign this and Marie (Manager) will be notified when this has been completed and processed.
The child's departure time will noted in the daily attendance register when signed out by the playleader in charge of the group.

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. Parents will be advised to update their IPAL accounts to reflect all persons consented to collect 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+

Arrivals and departures are vital in our relationships we make with families and a time when we should be extra alert to any safeguarding concerns. For children who are collected late we should follow the uncollected children procedure.

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 is accessible on the cloud system IPAL via staff and admin/management login.

- ◊ A visitors will be logged in on the Ipad through the Ipal system
- ◊ In the event of an emergency, the club manager will ensure that the register/IPADs are available.
- ◊ Additional registers will be produced for trips and outings.

Checked or amended or reviewed: 17/09/2024

Written in accordance with the Statutory Framework for Early Years Foundation Stage (2024) Safeguarding & Welfare Requirements: Organising premises for confidentiality and safeguarding 3.73 Information and Record Keeping 3.78, Information for Parents and Carers 3.83