

**Out of School Club**

**Arrivals and Departures**

Out of School Club recognizes the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manger 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 is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

**Escorting children to the Club**

* We have risk assessed the route used, via the ICT suite to the mobile classroom, to escort children to the Club and will review it regularly.
* The School and the Club keep an identical register, which is updated daily, of children who require escorting between locations - the ICT suite and the mobile classroom.
* Two members of staff will escort the children from school/from class to the Club. One member collects from Key Stage 1 and one member of staff collects from Key Stage 2.
* Before collecting children Out of School Club must check with the School Office for children who have been absent or have returned home before the end of the school day.

**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 are collected by an adult who has been authorised to do so on their registration form.
* In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child’s parents or carers must inform the Club in advance and provide a description of the person and a password they will use. If the staff have any concerns regarding the person collecting they will contact the main parent or carer for confirmation.
* 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 eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child’s parents and has received their written consent.
* Children below the age of eight 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 abouts the child should be. If staff still have concerns about the child’s whereabouts after attempts to contact the parents and the school, the manager will contact the police.
* The Club will try to discover the cause of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

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| This policy was adopted by:  Preston Grange Primary School | Date: |
| To be reviewed: | Signed: |

Written in accordance with the statutory Framework for the Early Years Foundation Stage (2001):

Safeguarding and Welfare Requirements: Premises [3.63]; and Information and records [3.77]