



William Gilpin Church of England VA Primary School

Policy for After School Provision Arrivals and Departures

William Gilpin Church of England VA Primary School recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The school will ensure that an accurate record is kept of all children attending 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.

Registration of children

- The school has a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the routine used by children to access the club and review it regularly.
- Children in Willow and Maple classes will be taken to the club. Children in Beech and Oak classes will make their way to the Forrest Room as soon as they are released by their teacher. A register is taken when children arrive and you must sign out your child each day when you collect them.
- 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 designated contact at the school and ask the school to implement its **Missing Child** procedure.

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.
- Please use the main reception entrance to collect your child.
- Children are collected by an adult who has been authorised to do.
- 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 school in advance. If the school has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the school if they will be late collecting their child. If the school 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 school 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 school in advance.

- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school will contact the police.

This policy will be reviewed in the Autumn Term 2017 or in the light of new legislation.

Signed:

Date: