

Oakdale After School Care Club

Arrivals and Departures

Oakdale After School Care Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager 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

Where children are escorted between school premises and the setting, the following procedures will be carried out:

The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

A contact within the school will be identified, with whom the manager will liaise.

A clear agreement will be reached between the setting and the school regarding when responsibility for children's safety is officially transferred.

A clear agreement will be reached between the club and the school regarding when responsibility for children's safety is officially transferred. This will be when the infant children are collected from their class room by care club staff, and the juniors when they arrive in care club for registration. Also pupils from year 6 who/if they are attending that evening, will assist the care club staff on collecting the infant children. This ensures that they have a level of responsibility as a monitor preparing them for senior school.

The manager will ensure that a list of children attending care club will be given to each teacher at the beginning of the school day this will include both infant and junior children. At the end of the day the teachers read out the list to remind the children that they will be attending the care club that evening.

If a child is absent from the setting without prior warning, staff will check to see if they attended school that day - they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and ask the school to implement its **Missing Child** policy.

Arrivals

Parents/Carers need to bring their children into the Care Club on arrival to ensure that they are passed over safely to the care club staff.

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.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form (See Appendix Three). Further details of this procedure are contained in the setting's Health, Illness and Emergency policy.

Departures

- Staff will ensure that the children are signed 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 that they will use. If the manager 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 Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children will not be allowed to leave the Club unaccompanied. Only adults - aged 16 years and over - and with suitable identification, will be authorised to collect children.
- If the parent/carer or alternative nominated adult is late to collect their child, the Uncollected/Late Pick up of Children's Policy will be activated.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
A charge will be made if one week's notice is not given.
- If a child is absent without explanation, staff will contact the parents or carers and the school 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 the manager will contact the police.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: Oakdale After School Care Club	Date: 09/04/2018
To be reviewed: April 2021	Signed: PChetts