

Lancaster Lane Stoppers After School Club



Arrival and Departures Policy

Lancaster Lane Stoppers After School Club ("the 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

The Club and school have a clear agreement concerning the transfer of responsibility for children's safety. Children EYFS and Year 1 classes are escorted to the Club by one Stoppers' member of staff at the beginning of each session; Year 2 and KS2 children make their own way to the Club (hall).

We have risk assessed the route used to escort children to the Club and review it regularly.

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 or in an out of school club. 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 policy.

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. All children meet in the hall when dismissed from their class. Once registration is complete, staff will escort the children to their base area.

Departures

Staff will sign the children out on behalf of the parents **before** they leave, including the time of collection. The parent/carer collecting their child(ren) is responsible for informing a member of Stoppers' staff before leaving the premises.

Children are collected by an adult who has been authorised to do so when the child has enrolled in school. Stoppers' staff will seek clarification from school staff for each child on the school roll and school staff, including office staff, will relay information when a different / new person is collecting using the password system. It is the responsibility of the parents or carers to inform the Club (or school) 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 and penalty charges may be incurred.

Children 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 they are present in school that day. The manager will telephone the parents if the child has been in school but not attended the Club without explanation from the parent.

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.