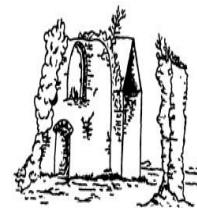




The Priory Catholic Voluntary Academy



Arrivals and Departures Policy

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they all depart safely at the end of each session.

Arrivals

The Registered Person will collect the Key Stage 1 children attending the club from their individual classrooms, Key Stage 2 children will make their own way to the Club. On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.

The Club will be prepared in readiness for the children's arrival and all daily health and safety checks completed.

Departures

Staff will complete a register recording the time the child left.

If the child is to be collected by someone other than those on the registration form, this must be indicated to a member of staff prior to the start of the session and recorded by the Club. Ideally the adult nominated to collect a child must be one of those names submitted to the Club. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

In the event that someone else should arrive to collect a child without prior knowledge being given to the Club, the Club will telephone the parent/carer immediately.

If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the Club at the earliest opportunity. If the Club is not informed, then the Uncollected Child Procedure will be activated.

Uncollected Children

Our Club has the highest regard for safety of the children in our care – from the moment they arrive to the moment that they depart.

The following procedures will be activated:

- The Club Supervisor will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Message will always be left on any answer phone requesting a prompt reply
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them activities and as much support and reassurance as necessary
- If, after repeated attempts, no contact is made the Club Supervisor will call the Head Teacher for advice
- The Club will act on the advice of the Head Teacher

- The child will remain in the care of the Club's two staff members until they are collected by the parent/carer or designated adult, or alternatively contact the Social Care Team
- In the event of Social Care being called and responsibility for the child being passed to a safeguarding agency, the Club Supervisor will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone.
- Incidents of late collection will be recorded by the Club Supervisor and discussed with the parents/carers at the earliest opportunity. Late collection will result in the imposition of a fine.

Permission and arrangements for children leaving the Club alone at the end of the session will be a matter for discussion between the Club Supervisor and the parents/carers, based on the understanding of a child's age, maturity and previous experience. Written consent for children leaving the Club alone must be submitted to the Club before such arrangements are able to commence.

Absences

If a child is going to be absent from a session, parents/carers must contact the club direct in advance via text message or email. It is important that parents/carers contact the Club as well as the school when reporting absences.