

Kids Hang Out @ Parish

Arrivals and Departures

Kids Hang Out @ Parish 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.

Escorting children to the Club

- The club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- The school and the club will keep an identical register of children who are attending that week, which will be sent to all staff every Monday morning.
- EYFS children will be collected by a member of staff from the EYFS classroom at 3.30pm, this member of staff will also collect children from the infant end of school, on the way back to the club. Another member of staff will collect the children from the junior end of school.
- A member of staff will collect the children from any extra curricula clubs every week, when they finish.
- Any relevant information for eg, if a child has gone home ill, will be passed on to club staff when children are collected at the end of the day.
- Children attending breakfast club and holiday club must be handed over at the door by a parent or carer. Children **cannot** be left at the school door unattended.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and record the child's attendance in the daily register straightaway.

Departures

- 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.

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 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: Kids Hang Out @ Parish	Date: 14 th May 2024
To be reviewed: 14 th May 2026	Signed: Deborah Austin Donna Smith