**South Cave Kids Club**

**Arrivals and Departures**

**South Cave Kids 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.
* We have risk assessed the route used to escort children to the Club and review it regularly.
* The school and the Club keep an identical register of children who require escorting between locations which is updated daily. A copy of the afternoon register is given to the school in the morning so they know which children are attending the Club that day and if they are doing any afterschool activates.
* Children are in separate buildings on the school site:
  + **Group 1:** Children in Foundation Stage, Year 1 and Year 2 are collected from the lower playground and their teachers bring them out in separate year groups.
  + **Group 2:** Children in Year 3 & Year 4 are collected from the main door to their building and then make their way to the club.
  + **Group 3:** Children in Year 5 & Year 6 have 10 minutes to make their own way to the club where a member of staff will be waiting to check them off the register.
* A minimum of two members of staff will escort the children in **Group 1** from school to the Club and a staff ratio of **1:8** is kept whilst escorting **Group 1.**
* If a child is booked into the Club but is not at the collection point or doesn’t arrive at the club within 10 minutes if Year 5 & 6, staff 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** policy.

**Arrivals**

Children must arrive with an adult at the start of each session. Our staff will greet each child warmly on their arrival at the Club in the morning and ask that parents sign in their children on the morning register and put the time of arrival if this isn’t done staff will ensure it is signed, if a child is not on the register the parent must inform a member of staff at the club before leaving the child.

Staff will record the child’s attendance in the afternoon upon arrival on the afternoon register, a visual check for each child is done upon each groups arrival.

**Departures**

* Staff ask that adults collecting sign children out before they leave, including the time of collection, if this is not done then staff will complete it.
* 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 over the age of eight will only be allowed to leave the club alone at the end of the session if the club has discussed this with the child’s parents and has received their written consent.
* Children are not allowed to open the clubs doors and will not be allowed to leave the Club unaccompanied unless collected by the person responsible for collection.
* All children are not allowed to leave or arrive at 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.

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| This policy was adopted by **South Cave Kids Club** | Date: 05/02/2024 |
| To be reviewed: | Signed: |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024):  
Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.73] Information and record keeping [3.78] Information for Parents and Carers [3.83]*