

## **Daisy Club Out of School Club**

### **Arrivals and Departures**

Daisy 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.
- St Johns EYFS Key stage 1 - (Daisy Club base) 1/8 staff ratio - staff will collect the children from their class rooms and escort them into the school hall (Daisy Club play room) where a member of staff will be waiting for them.
- St Johns key stage- 2 Park Lane site / St Luke's - 1/8 staff ratio - Children will be lead out of school by their teacher Daisy club staff will collect all children from each class.
- A register is taken to check we have collected all the children on our list that day. Children will be escorted over from school to the club on our walking bus - in an orderly line children walking with a partner.

A member of staff is at the front, middle and back of line. The Crossing petrol person will cross the children over then we will walk through Oakwood park into St Johns school grounds then into Daisy club where we are based in the school hall.

- Two/ Three members of staff will escort the children from school to the Club numbers pending.
- 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. 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, including the time of arrival.

#### **Departures**

- Staff will ensure that departure time is recording for each child as 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

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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.

### **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: Kerry Zammit	Date: 03/09/2018
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To be reviewed: 03/09/2018	Signed k zammit
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*