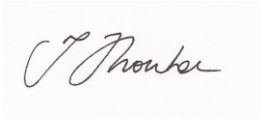



Policy	KIDS CLUB Arrivals and Departures Policy
Ratification date	November 2015
Next review date	November 2016
Signatories	 Head Teacher  Chair of Governors

Wheatfields Kids Club

Arrivals and Departures

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

Arrivals

For morning and school holiday sessions, it is expected that all children will be accompanied to the Kids Club building. On arrival, a member of staff will record the child's attendance in the daily register, including the time of arrival.

For after school sessions, Kids Club staff will collect children from Reception to Year 3 from the KS1 ICT Suite in the school building. Children in Years 4 to 6 make their own way to the Club.

If any KS1 children are attending one of the after school activities, staff will collect them at 4.15pm from the activity venue. KS2 children will make their own way to Kids club.

Departures

Children from Reception to Year 2 who have attended Kids Club for the morning session will be escorted to the KS1 playground at 8.40am by Kids Club staff where they will line up with their classes ready to go into class for the morning session.

Children from Years 3 to 6 will leave the Kids Club building at 8.35am and make their own way to the KS2 playground ready to line up and go into class at 8.40am.

At the end of the afternoon session, parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.

If the child is to be collected by someone other than those named on the registration form, this must be indicated to a member of staff prior to the start of the session and will be recorded by the Club. Ideally the adult nominated to collect a child must be one of those names on the registration form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. The club reserves the right to refuse to release a child if they have concerns that the adult collecting them is not suitable to do so.

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/carers immediately and not release the child without their consent to do so.

If the parent/carers 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 School's Procedures for Dealing with Children who are not Collected at the end of the School Day/After School Activity will be activated.

Permission and arrangements for children aged eight years and over leaving the Club alone at the end of a session will be a matter for discussion between the owner/manager/committee/person in charge and 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.

No child under the age of 8 will be allowed to leave the Club unaccompanied.

Absences

If a child is going to be absent from a session due to illness we ask that parents/carers inform the school's Admin staff at the same time as reporting their child's absence from school.

If a child is absent from the Club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is unclear, staff will immediately attempt to contact the parents/carers to try to ascertain the reasons behind this. If this is not possible the Headteacher will follow the Missing Child procedure which may result in the police being contacted.

See Admissions and Fees Policy regarding charges for missed sessions.