

ASK CLUBS

13. Arrivals and Departures

ASK Clubs 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

- ASK Clubs have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to ASK Clubs and review it regularly.
- ASK Clubs keeps a register of children who require escorting between locations, which is updated daily.
- Children attending ASK Clubs are collected from the playground of St. Mary's School and The Blue School.
- If there are more than 8 children being collected, two members of staff will escort the children from school to the Club.
- If a child is booked into ASK Clubs 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.

Departures

- Staff will ensure that parents or carers sign children out before they leave.
- 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 ASK Clubs 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 ASK Clubs if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children below the age of eight 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.

- Ask Clubs 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: ASK Clubs	Date: 05/06/18
To be reviewed: 05/06/19	Signed: Mark Stewart

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*