



## Arrivals and Departures Policy - Alver Valley Schools

TJ's Club (Hampshire) Ltd recognises that the safe arrival and departure of the children in our care is paramount. Our entrance is through the green gate accessed via the far end of the school car park before the Alver Valley family centre.

Club staff 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 sessions. In addition, we conduct regular headcounts during the session.

### Escorting children to class at the end of Breakfast Club

- At approximately 8.45am, children will be dismissed as follows;
  - A member of staff will escort the children in year R and Key Stage 1 to their classrooms.
  - Key stage 2 children are allowed to go straight to their classroom from the room once dismissed from club.
- Once the children are in their classroom, they are considered to be entrusted into the school's care and will be signed out of our register.

### Escorting children from class at the end of school to After School Club

- At 3.00pm staff members will be in the room;
  - A member of staff will escort the children in year R and Key Stage 1 from their classrooms.
  - Key Stage 2 children will be expected to make their own way promptly to Club from their classroom.
- If a child is booked into the Club but does not arrive, we will check whether the child was present at school that day. If the whereabouts of the child is not known, TJ's staff will immediately inform school office staff and the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

### Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will ensure the parent has recorded the child's attendance in the daily register, including the time of arrival.

### Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- On occasions, and with written consent, we will allow older children to walk home on their own leaving Club at a time agreed with their parents. Parents are expected to inform us by text that their child has arrived home safely.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will request that the adult who is collecting the child, uses the password recorded on the child's registration forms. Club staff will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- 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 there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- 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: TJ's Club (Hampshire) Ltd	Date: April 2020
Signed: J Little	To be reviewed: April 2021

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]*