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# Brockswood Arrivals and Departures

At Good Shepherd Clubs we recognise 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.

**Breakfast Club**

Parents will bring their children to car park entrance of the school, where a member of staff will then greet them and sign them in to the club. At the end of the breakfast club session, KS1 children will be escorted to their classroom and the KS2 children will go to their classrooms independently. The school and the Club keep an identical register of children who use the club.

**After School Club**

## Escorting children to the Club

* The Club and school have a clear agreement concerning the transfer of responsibility for children’s safety.
* The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
* Children in Reception and KS1 will be collected from their classrooms by a member of staff and then escorted to the club in the school dining hall.
* Children in KS2 will make their own way to the club in the dining hall.
* If a child is booked into the Club but is not at the collection point or does not arrive at the club, 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 ask the child to sit and wait for registration.

## Departures

* Staff will ensure that they sign children out when they leave, including the time of collection if different from their booked time.
* Children can only be 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, staff will follow the guidance below:
* **If a child is to be collected by a person unknown to the club the parent must have called or messaged the manager from the parent’s own phone, to inform the club of this change.**
* **Parents will have been issued with a password during induction to confirm it is them calling to make the change in the first instance**
* **The manager is entitled to ask any further security questions to ensure the parents identity**
* **The parent will issue the unknown person with a password and then inform the club of the persons name and password**
* **The unknown person must show ID**
* **Upon arrival the unknown person, if not recognized to the child, should call the parent from their phone and the staff member should do the same from the work phone**
* **Staff members should contact the parent even if the unknown person is recognized to the child in the case of no password**
* **If in any doubt, staff will not release the child and contact the police**
* **If the staff member is satisfied, they will follow the same procedures for collection by a known person.**
* 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 will not be allowed to leave the Club unaccompanied.
* In the case of a sibling under the age of 18 picking up a child in our care, we require written consent from the parent. We also require the sibling to send a message to say they are home safely. In the case of no message being received the manager will first contact the sibling, if there is no success the manager will contact the parent and the police immediately.

## 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: The Good Shepherd After School Club | Date: July 2023 |
| To be reviewed: July 2025 | Signed: Loren Jones |

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]*