



Arrivals and Departures

Barton Kids Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

To ensure that an accurate record is kept of all children in the Club, the Play Leader is responsible for ensuring that any arrivals or departures are recorded in the register. The register is kept at the Admin Desk in the Main Room.

Breakfast Club 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.

Breakfast Club Departures

- Ramsey Manor children will be escorted to their school classrooms by a nominated member of staff.
- Arnold Academy children will leave the Club at 8:20 am and walk as a group to school.

After School Club 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.

- Ramsey Manor children will be collected from their school classrooms by a nominated member of staff.
- Arnold Academy children will walk directly from school to the Club. They are expected to arrive at the Club by 3:40 pm.

After School Club Departures

- Our staff will record each child's departure time in the daily register.
- All children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent/carer requires another person who is not listed on the registration form to collect their child, the child's parent/carer must inform the Club in advance and provide the password that they will use. If the Play Leader has any concerns regarding the person collecting they will contact the main parent or carer for confirmation.
- The parent/carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Non-Collection of Child** policy will be followed.
- If a parent/carer wishes a child over the age of eight to leave the Club alone at the end of the After School session, this will only be permitted if the parent/carer has discussed this with the Play Leader and has given consent.
- Children below the age of eight will not be allowed to leave the Club unaccompanied.

BARTON KIDS CLUB



Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a Ramsey Manor child is absent without explanation, staff will speak to the child's class teacher to ascertain the child's whereabouts.
- If an Arnold Academy child does not arrive at the Club by 3:40 pm, we will call the school and check whether the child was present at school that day. If so, and the child has still not arrived at the Club, we will inform the school the child has not arrived at the Club. We will then follow the missing child procedure as below:
 - Inform all staff that the child is missing
 - One staff member will walk the route to Arnold Academy to see if the child can be located
 - The Play Leader will contact the child's parent or carer
 - If the child has not been located and the parent or carer does not know the whereabouts of the child, the police will be informed
 - The manager and/or Play Leader will liaise with the police, the school and the child's parent or carer

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

This policy was adopted by: Barton Kids Club	Date: May 2022
To be reviewed: 2023	Signed: Linda Hoenes, Manager