

ARRIVALS & DEPARTURES

Stepping Stones 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 Kids 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.

Transfer of Children to Kids Club

- Kids Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- The school and Kids Club keep an identical register of children who attend Kids Club every day.
- Children will be collected from their classroom door at the end of the school day.
- Children will be escorted to the hall where they will be greeted by another member of the Kids Club team.
- If a child is booked into Kids Club 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 Kids Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff will sign children out as they leave, including the time of collection.
- 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 Kids Club 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 Kids Club if they will be late collecting their child. If Kids Club is not informed, the Uncollected Children policy will be followed.
- Children in Key Stage 2 will only be allowed to leave Kids Club alone at the end of the session if Kids Club has discussed this with the child's parents and has received their written consent.
- Children in Key Stage 1 will not be allowed to leave Kids Club unaccompanied.

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Absences

- If a child is going to be absent from a session, parents must notify Kids 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.
- Kids 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: Stepping Stones Kids Club

Date: March 2023

To be reviewed: March 2024

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63, 3.65]; and Information and records [3.77]