



Walker Children's Club

Arrivals and Departures

Walker Children's Club 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 and from the Club

We collect children daily from Walker School and St Monica's school. The procedure for the Walker Collection is as follows:

- All children who are infants, are collected directly from their classroom.
- Junior children are advised of the meeting point within the school.
- A register, listing all children attending is taken to the school and children are marked in as they arrive.
- All children gather together at the meeting point and staff check that the numbers of children tally with the register.
- A headcount is made before leaving the school, after leaving the school and as they enter the after school club building.
- Whilst walking to the club from the school, staff position themselves between the road and the children as an additional safeguarding measure.
- The procedure is also followed, when leaving the club to go to the school playground.

The Procedure for collection from St Monica's School is as follows:

- All Children are collected directly from their classrooms.
- Children wear hi visibility jackets when walking from St Monica's to Walker Children's Club.
- Staff take the register, a first aid kit and a mobile phone with them.
- All children gather together at the meeting point and staff check that the numbers of children tally with the register.
- Staff will hold hands with the youngest children whilst walking them back to the club.

The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.

We have risk assessed the route used to escort children to the Club and review it regularly.

The school and the Club keep an identical register of children who require escorting between locations which is regularly updated.

At least two members of staff will escort the children from school to the Club. This is dependant on numbers.

If a child is booked into the 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 the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

Staff will ensure that parents or carers sign children out before they leave, including the time of collection. This is done by the staff if requested by the parent.

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 the 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 the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Children over the age of eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.

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.

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: Walker Children's Club	Date: April 2019
To be reviewed: Annually	Latest review September 2021

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 [3.62, 3.64]; and Information and records [3.76]*