



Acorns Breakfast and After School Club

Arrival and Departure Policy

This policy outlines our system for registering children, parents, staff and visitor's attendance on a daily basis to record their arrival and departure times.

The Governors of the school recognise that the safe arrival and departure of all children to either provision is paramount.

The Supervisor will ensure that an accurate record is kept at all times of all children attending that club and that all arrivals or departures are recorded in the register. The register is accessible to all members of staff during session times. In addition, we conduct regular head counts at all times when the children go outside to play and when they return back into club.

Acorns Breakfast Club

- Upon arrival at Acorns Breakfast Club, members of staff greet each child in a warm and friendly manner.
- Children are signed in at the door by a member of staff. The child's name is highlighted and the arrival time recorded against their name on the register.
- Parent communication is very important to us so any information can be passed on at drop off.
- Staff will settle the children into their breakfast routines.
- Please let us know if there is a change to someone picking up at the end of the day, so this can be passed on to the relevant adults.
- Regular head counts are taken.
- The children are settled ready for Nursery register by the staff.

Escorting Acorns Nursery Children between site

After school club is located on Hamsey Green Primary school site. Our Wraparound Care has a clear agreement concerning the transfer of responsibility for the children's safety at all times.

- Before collection/delivery, all children are registered and a head count carried out.
- All children walk in pairs, holding an adult's hand. Double buggies can be used for transporting six children. The correct adult to child ration in accordance with EYFS guidelines, must always be followed.
- Children will wear high visibility jackets when crossing between sites.
- The children are registered on arrival and their items and information 'handed over' to the After school Club staff. Acorns Nursery Children are signed in with a tick on their own register and the time of arrival is noted on the register too.

Departures at After school Club

- Parents/carers notify After School Club of their arrival by ringing the doorbell – a member of staff will then answer it.
- Children are only released into the care of an adult authorised to collect via our Arbor records.
- The register must be signed by the member of staff dismissing the child. This member of staff signs the child out noting the time of collection and who has collected them.

Records

- The school Arbor records are used for BASC- and it is the parents/carers responsibility to keep their children's information up to date on this system.
- Children are only released from After School Club to an authorised adult named on the child's Arbor records. No child is allowed to leave the club premises unsupervised or with person under the age of 16.
- The club registers are collected and returned on a daily basis to/from the school office or Nursery – attendance information is updated daily by a member of the School Admin team.
- The register is kept at all times during the session in the designated space and is accessible by all staff to sign the children in or for use in an emergency.

Extraordinary Collection Arrangements

The After-School Club recognises that sometimes parents have to put in place alternative arrangements for emergency situations e.g. train strike, adverse weather etc. In this situation, as a one off, parents/carers may telephone the After School Club on 07394571311 and speak to the Supervisor to put this into place.

- It is the parent's responsibility to provide safe egress for their child from the club.
- It is the DSLO's responsibility to ensure that adequate arrangements have been put in place before releasing a child at the end of the session under these alternative arrangements.

It is school policy that only **(those over 16)** can collect any child below Year 5.

Late charges are applied for children collected after the end of the club session.

Reviewed September 2025:

by Natalie Key/Nikki Mace

Breakfast and After School Club Manager/Head Teacher

Next Review: September 2027