



Hamsey Green
Primary School

Acorns Breakfast Club and Ocean 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.

In accordance with (3.76 Statutory Framework to the EYFS 2014) all children attending Acorns Breakfast Club and the Ocean club must have a registration form filled out by their parents/carers containing the name, address, date of birth, any medical information, contact details, names and contact details of adults who have permission to pick up the child from club.

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 sites

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 ratio 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 Ocean 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 Ocean Club

- Parents/carers notify After School Club (ASC) of their arrival by ringing the doorbell – a member of staff will then answer it.
- Children are only released into the care of an authorised who gives the correct password to a member of staff.
- 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.

Registration/Records

- Registration forms of all children attending Acorns Breakfast club and Ocean After School Club containing the child's name, parents/carers contact details, address, emergency contact details, dietary/medication and named adults authorised to collect are kept in a registration file which is always accessible to members of staff during session times. The file is secured in a locked cupboard by the most senior member of staff at the end of each club session.
- Children are only released from Ocean After School Club to an authorised adult named on the child's registration form details (3.62 Statutory Framework 2014). 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 Nursery/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.

- School/Nursery policy is that all staff/visitors sign in and out of the site via the Nursery/main school entrance – registers are situated outside the school office or inside the Nursery. All visitors wear a visitor's lanyard at all times when on the premises.

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 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.

Anyone collecting from the club must supply a confirmed password, before the child can be released.

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 2021:

by Natalie Key

Breakfast and After School Club Manager

Next Review: September 2022

by Natalie Key

Breakfast and After School Club Manager