



326 After School Club @ Codicote Policy for: Arrivals & Departures Sept 2019

Arrivals

Children attending 326 Club are collected from their classrooms at the end of the school day by the Club supervisor and/or the play leader. The children are then escorted to the classroom and the register is completed by a member of staff.

Departures

Upon departure, the nominated adult collecting the child/children is required to 'sign out' their children, indicating transfer of care from 326 Club to the adult.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and confirmed in writing before the session in question. Alternatively, if an emergency occurs which prevents a named adult from collecting a child attending the Club, they must contact the Club naming the person who will be collecting their child and set up a secure password, the person collecting must confirm their identity and know the password before the child will be released into their care.

No adult other than those named on the Registration Form will be allowed to leave the club with a child. In the event that someone should arrive without prior knowledge, the Club will telephone the parent/carer to check the planned arrangements. The child will not be released until this has taken place.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible and before the end of the session. If the designated adult is late in picking up their child without prior warning, the following procedure will be activated:

- If a parent/carer or designated adult is more than 15 minutes late in collecting their child, the Club supervisor will call them, and use any other emergency contact details available in order to try to find out the cause of delay, and how long it is likely to last. Messages will always be left on any answer phones requesting a prompt reply.

- If after repeated attempts, no contact has been made with the parent/carer or designated adult, and a further period of 30 minutes has passed, the Club supervisor will call the local Social Services Department for advice.
- In the event of Social Services being called and responsibility for the child being passed to the Child Protection Agency, the Club supervisor will leave a further telephone message on the parent/carer or designated adult's answer phone. In addition, a note will be left on the school gate informing the parent/carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Services Department.

Under no circumstances will a child be taken to the home of a member of staff, or away from the 326 Club premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

Incidents of late collection will be recorded and discussed with parent/carers at the earliest opportunity. Parents/carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at 326 Club.

Records of daily registers will be kept by 326 Club for at least two years.