

Arrival and Departures of Children, Staff, Parents/Carers and Visitors **Policy and Procedure**

Aims

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Procedure

Collection from School: (After School Club, St Anne's Church)

- The setting will give clear information to children, parents/ carers and the school of collection points within school.
- Parents must notify the setting in good time about attendance/non-attendance of their child.
- The children will meet up in an arranged place or be collected from their classroom, dependent on age and the agreement with the school.
- Staff, walking escorts or volunteers will have a register and will check off children's names before leaving the school premises.
- If an expected child does not arrive at the collection point, staff will investigate with the school.
- We will escort children to the setting with at least two staff, walking escorts or volunteers via the safest route. We will have a staff/volunteer ratio of 1:8 (or less). Escorts will have relevant police checks.

Holiday Club (Eastwinds Activity Centre):

- Parents will accompany the child through the main gate, where they will be met by a member of staff, and in to the building
- A staff member will sign the child in on the daily register and note the time.
- The gate will be kept locked at all times while children are in attendance and a staff member will always be outside at key times.

Arrival of Children

- On arrival, a worker will record the child's attendance and time of arrival on the daily register.

Departure of Children

- Parents must give the written information about names and contact details of all people authorised to collect their child on the Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements, in exceptional circumstances, have been made known to the senior worker. In the event that someone else

should arrive without prior knowledge, a worker will contact the parent/carer immediately.

- Children will not be allowed to leave the premises unaccompanied.
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.
- If staff do not recognise the person collecting the child, they will check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.
- The person collecting the child must approach a worker, so that staff know who is being collected, and by whom, and they can witness the parent/carer signing the child out and pass on any relevant information.
- The person collecting the child will sign the register to show that the child has left the premises. The time of departure will also be recorded.

Late Collection

- If the person collecting the child has informed the setting that they will be late, the child will be looked after and the Late Pick Up Charge will be applied, see Fees Policy. The child will be looked after by at least 2 members of staff.
- If the person collecting the child is late and has not informed the setting, the Uncollected Child Procedure will be followed. The Late Pick Up Charge will be applied, see Fees Policy page 6.
- If a parent/carer is persistently late in collecting their child, the senior worker will record details and pass information onto the Directors and services may be withdrawn.

Staff

Details of staff working will be recorded and will include their arrival and departure times.

Visitors

Visitors will be asked for proof of their identity and will sign in; either by recording full details on the daily register or by using the visitor's book. Details recorded will include name, organisation (if applicable), and purpose of the visit, arrival and departure times.

Record-Keeping

The register will be kept in an accessible location on the premises at all times. Records of daily registers will be kept by the setting for at least three years.

Information

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain

rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the senior worker should notify Social Services.

Date Agreed:

Review Date:

Signed by:

Signature:

Role of Signatory: