Play in Ltd
Arrivals and Departures

Play in Ltd 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 head counts during the session.

Escorting Children to the Club (After School Club only)

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We escort all children to the club via a walking bus, which all parents will have signed a **Walking Bus Consent Form** for.
- We have risk assessed the route/s used to escort children to the Club and review it regularly.
- There will be agreed meeting points arranged by the club and schools, for where children will be picked up from.
- The staff to child ratio on a walking bus is recommended as 1:4 for EYFS children and 1:6 for children above this age. Management will always use sound judgement to ensure ratios are safe.
- 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. We will then contact the child's parent/carer to see if alternative collection arrangements have been made for the child which we have not been informed of. 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 it's **Missing Child Policy**.
- If a child is booked into the club but other arrangements have been made for that day by the parent i.e. play day at a friend's house, parents will need to inform us before collection. If parents forget we will have to contact the parent on the **Emergency Contact List** to confirm before leaving the premises.

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. At holiday club, we will do the same.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- 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: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Premises [3.63]; and Information and records [3.77]