



Early Bloomers After School Club

Arrivals and Departures

Early Bloomers After School Club 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 on the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to the Club and review it regularly.
- The school and the Club keep an identical register of children, who require escorting between locations and updated daily.
- The school class teachers will escort the children, who are attending the club, to the school hall at the end of each day.
- If a child is booked into the Club, but does not arrive at the club, as well as without any notification of absence from parent/carer, we will check the whereabouts of the child by calling the parent.
- If the whereabouts of the child are not known, staff will immediately inform the designated contact at the club and ask to implement its **Missing Child** policy.

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 on the **Signing in/out sheet**.

Departures

- Staff will ensure that they sign children out before they leave, including the time of collection by using the '**Signing In /Out**' form
- Children are collected by an **adult**, who has been authorised to do so on their registration form.
- **We cannot accept any person aged under 18 years old** to collect a child from our premises.
- 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, who must be aged 18 or over, and the password that will be used.

- If the person in charge has any concerns regarding the person collecting, they 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.

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 have failed, the Club manager will contact the safeguarding agencies: Children's Social Care department and/or 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: Early Bloomers After School Club on 12/09/2014	Review Date: August 2026
Next Review: Yearly and any time there are changes in legislation and guidance	Signed: Mrs Talvinder Kaur

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (DfE, 2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment, Information and Records.*

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>