

## Weddington Primary Out of Hours Club Arrival and Departure Policy

Weddington Primary Out of Hours Club recognises that the safe arrival and departure of the children in our care is paramount.

We 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 will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

- ❖ One member of the Club's staff will collect from Reception classes and Key Stage 1.
- ❖ A copy of KS2 registers will be issued to all class teachers at **3 pm** so the teacher is aware of who will be going to Out of Hours Club, on a daily basis. If the teacher is not present in the classroom the register will be left on the desk. Two members of staff will collect children from KS2 at **3.10 pm** - one to collect from Y3 and Y4 and another to collect from Y5 and Y6. Children will then be escorted into Out of Hours by both members of staff.
- ❖ If a child is booked into the Club but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately speak to the school staff and the child's parents or carers will be contacted to ascertain the whereabouts of the child. If this is not known the police will be contacted as a final resort. In addition to this if the child is deemed as missing, Ofsted will be informed.
- ❖ Children participating in After School activities should be escorted to the club by a member of the school staff or the outside agency running the club.

### Arrivals

- ❖ The register will be taken at the end of the am session by a member of staff before being escorted to their relevant classrooms.
- ❖ Children will be collected at the pm session by members of staff who will check their attendance on the registers.
- ❖ Children participating in After School activities should be escorted to OHC by a member of the school staff or the outside agency running the club and report their arrival to a member of staff.

### Departures

- ❖ OHC staff must sign children out before they leave and include the time of collection.

- ❖ Children can usually only be collected by an adult who has been authorised to collect them on their **Registration Form** or has given parental permission for a child over 14 years. Additional contacts to be given the appropriate password. A phone call to the parent/Carer will be made if there is a concern about this. It is the parents' responsibility to ensure that the password is made available/leave a message with OHC to advise collection by another person
- ❖ The parent or carer must notify the Club if they will be late collecting their child and an additional fee will be charged for.
- ❖ Children will not be allowed to leave the Club unaccompanied.
- ❖ If parents/carers require children to be taken to a special event e.g. the school Disco they must inform staff accordingly and the child must be escorted by a staff member and signed out by the staff member.

#### **Absences**

- ❖ If a child is going to be absent from a session, parents should notify the Club in advance.
- ❖ If a child is absent without explanation, staff will contact the parents or carers to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.

Date for review	April 2025
Date reviewed	April 2024