

Twilight Hours After School Club

Arrivals and Departures Policy

Twilight Hours After School 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 in 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.

Escorting children to the Club from All Saints' Infants School

- One member of the Club's staff will collect from the Reception classes and the other will collect the Year 1's from the Lower Playground. They will both then proceed to the Top Playground to collect the Year 2's and do a final check before leaving the site.
- All children and both Staff will wear High Visibility Vests for the walk to the Club without exception.
- Parents should advise All Saint's Infants School which days their child will be attending Twilight Hours Club, Club staff will have a daily register of children who require escorting between locations which is updated daily.
- 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 inform the school staff and the child's parents or carers.
- Two members of staff will escort the children from Infant's School to the Club.

Escorting children to the Club from All Saints' Junior School and Churchtown

- Children will make their own way to the School Hall at the end of the day.
- If a child is booked into the Club but does not arrive, Club staff will check with the School Office to see if the child was present at school that day. If the whereabouts of the child is not known, the **Missing Child Procedure** will be activated.
- Children participating in After School activities such as Gardening Club can be brought to the Club by school staff.
- If the Club are not meeting in the School Hall, a member of Club Staff will wait by the Hall to re-direct any children who turn up there.

Escorting Children to the Club from South Darley and Winster Schools

- School staff transport the children to Churchtown School
- Parents must organise this with their school

Escorting Children from Darley Primary School

- Children are transported by taxi, this is organised by the manager at Twilight at Churchtown.
- Parents must advise the school of the sessions their child is attending Twilight.

This policy was adopted by: Twilight Hours ASC	Date:	Policy No: AD 002
To be reviewed:	Signed:	
Policy Name: Arrivals and Departures	Signed:	

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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.

Departures

- Parents or carers must sign children out before they leave, including the time of collection.
- Children can usually only be collected by an adult who has been authorised to collect them on their **Registration Form**.
- The child's parents or carers must inform the Club in advance, if someone who is not listed on the **Registration Form** is to collect the child. We may contact the main parent or carer for confirmation if we have any concerns regarding this.
- 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 will not be allowed to leave the Club unaccompanied or with anyone under the age of eighteen.
- If either All Saint's Junior School or Churchtown School are holding a special event such as a Disco permission can be given for us to escort children to this.
- Children who attend Rainbows at Churchtown can be escorted there by our staff from Twilight at Churchtown.

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 and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

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