



Explorers

Arrivals and Departures Policy

Explorers recognises that the safe arrival and departure of the children in our care is paramount.

The sessions Leader will ensure that an accurate record is kept of all children in Explorers 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 counting during the session.

Escorting Children to Explorers

- The club and the school have a clear agreement concerning the transfer of responsibility for children's safety.
- The school office will keep the register during the day where it will be updated where appropriate. The register will be collected by the session Leader at 3pm for the After School Club, ready for the children's arrival.
- Little Jester children will be escorted by Little Jester staff to the setting. The session Leader will ensure that all children escorted by Little Jester staff are accounted for by recording the time of arrival of each child. The initials of the member of staff registering each child will be entered on the register.
- It is the responsibility of each class teacher at the end of the school day and after any school clubs to escort children in their care to the club where the session Leader will register each child as described above.
- If a child is booked into the After School Club but does not arrive at the setting, staff will check to see if the child was present at school that day or if the Parent/Carer had cancelled the booking. If the whereabouts of the child is not known, staff will immediately contact a member of the senior management team and the Child's Parent/carers. The procedure laid out in the Missing Child Policy will then be implemented.
- In the case of a child who has been booked into the breakfast club but does not arrive, the session Leader will telephone the Parent/Carer to ascertain the whereabouts of the child. If after contacting the Parent/Carer the child's whereabouts is not known, the session Leader will inform the school office and Designated Safeguarding Lead in the school.

Arrivals

Explorer 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 time off arrival as described above.

During lockdowns, or where restrictions in the school setting are in place, Explorers staff will warmly greet child from the gate between 07:30 – 08:00. Parents will not be allowed onto school grounds. They will be escorted to the Explorers room and attendance in the daily register recorded straightaway.

Policy Reviewed: Autumn 2021

Next Review Date: Autumn 2022



Departures

- Staff will ensure that Parents/Carers sign children out before they leave including the time of collection
- During lockdowns, or where restrictions in the school setting are in place, Parents will ring the doorbell on the gate to alert staff of their arrival. Explorers staff will escort child to gates, updating the register of name and time of collection
- Children can only be collected by an adult who has been authorised to collect them as recorded on the child's registration form
- The child's Parents/Carers must inform Explorers in advance if someone who is not listed on the registration form is to collect the child
- The session Leader will contact the main Parent/Carer for confirmation if they have any concerns regarding departures
- The Parents/Carers must notify Explorers if they will be late collecting their child. If Explorers are not informed, the Uncollected Children Policy will be followed.
- Late collections after 6pm will incur a lateness fee, unless there are exceptional circumstances which will be at the discretion of the school.