

# Apple Trees Club

## Arrivals and Departures

Apple Trees 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 Apple Trees 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 headcounts during the session.

### Escorting children to the Club

- Apple Trees 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 Apple Trees Club and review it regularly.
- There is a designated meeting point behind the school reception area for the children to assemble after school.
- Staff will escort the children from school to Apple Trees Club. The number of staff will depend on the number of children attending Apple Trees Club, but will always adhere to strict Child/Adult ratios.
- If a child is booked into Apple Trees Club but is not at the collection point, we will check whether the child was present at school that day. 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 its **Missing Child** policy.

### Arrivals

Our staff will greet each child warmly on their arrival at Apple Trees Club and will record the child's attendance in the daily register straightaway, including the time of arrival. Parents/Carer's will be asked to sign their child/children in.

### 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 Apple Trees 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 Apple Trees Club if they will be late collecting their child. If Apple Trees Club is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave Apple Trees Club alone at the end of the session if Apple Trees 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 Apple Trees Club unaccompanied.

### Absences

- If a child is going to be absent from a session, parents must notify Apple Trees 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.
- Apple Trees 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:	Date: April 2018
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54, 3.55]; and Information and records [3.68]*