

## **Funzone Out of School Club Arrivals and Departures**

Funzone Out of 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 our booking system BTC.

The ipad with BTC on it 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**

- 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 Club keeps a register of children who require escorting between locations ie; if children attend after school clubs
- A member of staff will escort the children from school to the Club.
- If a child is booked into the 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 the Club and will record the child's attendance in the daily register straightaway, including the time of arrival. If a child who is booked in on BTC does not arrive we will phone parent to check where they are. Children become our responsibility once they have been handed over to a member of staff.

**Departures** • Staff will sign children out before they leave, BTC records the time this happens, so we will aim to do this as soon as possible after the child has left. .

- Children are collected by an adult who has been authorised to do so on their BTC account.
- In exceptional circumstances, if the parent requires another person who is not listed on BTC to collect their child, the child's parents or carers must inform the 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 the Club if they will be late collecting their child. If the Club is not informed, the Uncollected Children policy will be followed.
- Children over the age of eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.
- If a child is to be collected from club by someone under 16 years of age, we require permission in writing for us to allow this to happen.
- Children below the age of eight will not be allowed to leave the Club unaccompanied.

**Absences** • If a child is going to be absent from a session, parents update BTC to reflect this

- 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.
- 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: Funzone Out of School Club

Reviewed: 2<sup>nd</sup> September 2024

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 [3.62, 3.64]; and Information and records [3.76]