

St John's CE JMI School



St John's C of E JMI

After School Club -Arrivals & Departures Policy

2016 to be reviewed 2018

Aim

Our staff will give a warm and friendly welcome child on their arrival and to ensure that they depart safely. Children have the right to feel safe and secure in their environment.

Procedure

- All children will be marked in and registered at the start of each session
- All children on collection must be signed out by an authorised ASK adult **and the adult collecting them.** The time must be noted.
- Records of daily registers will be kept for at least three years.
- If a parent/carer wishes their child to be given medicine during the day please follow the procedure in the St John's School Medicines and Drugs Policy.
- Parents/carers are required to record on their child's registration form the details of adults that are authorised to collect their child. Only adults aged over 18 years will be authorised to collect children.
- Parents/carers must inform the staff if their child is going to be dropped off or collected by someone other than themselves.
- Staff will ensure that no adult other than those named on the registration form will be allowed to leave with a child. In the event that someone else arrives without prior knowledge the Manager/Deputy will telephone the parent/carer immediately.

- If a parent/carer is going to be late to collect their child, they must phone to inform how late they are expected to be and what plans they have made to have the child collected.
- Parents/carers, who are late will be charged a fee, please see Late Collection Policy.
- Staff will ensure there are two staff on the premises with any child whose parent/carer is collecting late.
- If a child is not attending a session the parent must inform the club in advance ideally by letter.

Escorting children between school and club

The after school club will collect the children from the playground door at 3.15pm, when they will be registered.

Procedure if child fails to arrive at the after school club.

- A member of staff to check with the school office or class teacher to see if the child has attended school that day.
- If the child has been in school and is not attending another school club before they attend after school club the Supervisor or Coordinator are to contact the Parent/Carer immediately whilst two members of staff search the grounds.
- If this does not result in finding the missing child within 15 minutes the Manager will call the Parent/Carer and police.

Written by:

