



## **7: Arrivals and Departures**

**Jesters will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.**

### **Admissions**

It is the responsibility of the Club Manager to ensure that an accurate record is kept of all children in the Club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

Records of daily registers should be kept by the Club for at least one year.

### **Arrivals**

On arrival to breakfast club, after school club or holiday club, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form when delivering their child. Further details of this procedure are contained in the Club's Health, Illness and Emergency policy. The parent must also inform the staff of any other issues that may affect the child, including changes in collection procedures, or any other permission forms that may need to be signed at the start of the session.

### **Departures**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 18 years and over – and with suitable identification, will be authorised to collect children.

No child will be allowed to leave the Club unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave the Club with a child. In the event that someone else should arrive to collect the child without prior knowledge, the Club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival where possible. If the designated adult

is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

### **Absences**

If a child is going to be absent from a session, parents must inform the Club Manager in advance, personally. Staff members must establish with the school or parent before leaving the site where a child is if they are on their collection rota, and this can then delay the collection of other children from other schools. A child who is not on the rota for collection cannot be collected from the school unless the staff member has confirmed this with the Club Manager or parent directly.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from the Club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. Jesters and its staff will always try to discover the causes of prolonged and unexplained absences.

### **Escorting Children between School and Jesters**

Where children are escorted between school premises and Jesters, the following procedures will be carried out:

The Health and Safety Rep will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy. A contact within the school will be identified, with whom the Club Manager and staff will liaise.

A clear agreement will be reached between Jesters and the school about when responsibility for children's safety is officially transferred.

The Club Manager will ensure that every member of staff has an identical register of all children who require escorting between locations. A copy of this register will also be kept in the minibus.

The Club Manager will send a list of attendance to the schools every term unless major updates are needed in between. A list of staff along with photos will also be sent to the schools to show who is authorised to collect the children.

A regular meeting place for children will be established within both the school and Jesters. If the meeting place is complex, children under eight should be escorted directly from and to classrooms and Jesters.

There will always be an appropriate number of staff members or associate team members accompanying any such group.

Given the extensive geographic nature of the Jesters schools, Escort staff are often used to collect and escort children. Such Team Members will always be security checked and vetted prior to supporting us, and given appropriate training. We use GBG Online Disclosures to do our DBS checks.

Staff will ensure that children are given instructions on road safety. Children who are walked to and from schools will be given high visibility jackets to wear and will be accompanied by the correct ratio of staff (1:5 for under 8's). All staff walking will be required to wear a high visibility jacket. Staff are not to stop traffic but must wait till both lanes have stopped before walking out in the road to see the children safely across the road.

If a child is absent from Jesters without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

### **Transport**

When escorting children by car or minibus, staff will ensure that the following rules are always adhered to:

- All vehicles are suitably insured and all children are wearing seat belts, and using the appropriate car seats. Children must be over 135cm in height, or over 12 years old to use an adult restraint without a car seat. Where possible all children will be carried in the back seats of the private cars, and where necessary oldest or tallest child will be carried in the front seat.
- All documentation for vehicles used is kept up to date, including MOT's, servicing, car insurance, and vehicle driving licences.
- Drivers will ensure the safety of the children when moving to vehicles and when leaving vehicles, ensuring the parking is safe.