



North Curry Heron Club Wrap Around Care Arrivals and Departures Policy

Heron Club will be held in the school hall and we recognise that the safe arrival and departure of the children in our care is paramount.

The WAC Leader will ensure that an accurate record is kept of all children in the Club, 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 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.
- The Registers for Breakfast and After School Club will be completed by WAC Staff only.
- If a child is booked into the Club but is not at the collection point, staff will check to see if 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 the child's parents/carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

Our staff will greet each child warmly on their arrival at the breakfast and After School Club and the child's attendance will be recorded in the daily register straightaway, including the time of arrival.

Departures

- The Breakfast and After School Leader will ensure children are signed out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their emergency contact details form, unless notified otherwise by parents/carers.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The Breakfast and After School Leader will contact the main parent/carer for confirmation if they have any concerns regarding departures.
- The parent/carer must notify the Breakfast and After School Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children in Years 5/6 will only be allowed to leave the Club alone at the end of the session if the Club has discussed this fully with the child's parents and has received their written consent.
- Children in Year 4 and below will not be allowed to leave the Club unaccompanied.



Absences

- If a child is absent without explanation, staff will contact the parents/carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

Collection

Please note that children are to be collected promptly at the end of the session booked. Late collection will result in a fine of £10.00 per child in addition to being charged the full hourly session.

This policy was adopted by the full governing body.	Date:
To be reviewed:	Signed: