



# **ROCKS AND PEBBLES LTD**



## **Rocks and Pebbles Arrivals and Departures Policy**

**Date: January 2020**

**Review Date: January 2021**

**Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.**

**Registration No: 6415435**

**Director: Kate Asaf**

## Arrivals and Departures

Rocks and Pebbles 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 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*

- 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 (where applicable).
- The Club keep a register of children who require escorting between locations which is updated daily (where applicable).
- Staff will be responsible for ensuring all children that are on the register are accounted for before leaving to escort children to club.
- Two members of staff will escort the children from school to the Club (where applicable).
- 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.

### *Departures*

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- If a parent when collecting their child cannot access the building and the manager has spoken with the parent, the manager or another member of staff will escort the child/ren to the entrance of club once the manager has been informed the parent is there. The parent will be required to sign child/ren out using the signing out sheet that the member of staff or manager will have with them.
- 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 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 who are collected from club must be collected by someone aged 18 years or over, staff must have written consent in advance for this person to collect their child. We would only consider allowing a child to be collected by someone who is 16 or 17 years old in exceptional circumstances. Under no circumstances would we let a child be collected by someone aged younger than 16 years.

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- 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.
- 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 must notify the 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.
- 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: Rocks and Pebbles	Date: January 2020
To be reviewed: January 2021	Signed: