Byley Primary School

Busy Buddies

Arrivals and Departures Policy

At Busy Buddies we recognise that the safe arrival and departure of the children in our care is paramount. The manager will ensure that a very accurate record is kept of all the children in the club and that their arrivals and departures are recorded on the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during every session.

At a morning session the children are dropped off by their parents, who bring them around into the club, and then they are escorted to their classrooms by a club member of staff after the session. In an afternoon the children are collected from the door, that their teacher brings them to, and then walked into either the hall or a classroom. If there is a child that has been booked into the club but is not at the collection point, we will check with their teacher 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 the child's parents / carers, and follow the procedures laid out in the Missing Child policy.

Arrivals:

Our staff will greet every child and parent / carer warmly on their arrival at the club and will get the parent / carer to sign their child in, with the time and their signature straightaway.

Departures:

Staff will ensure that the parents / carers sign their children out before the leave, with the time and their signature. Children can only be collected by an adult who has been authorised to collect them with the school and the parents / carers must inform either the school or the club in advance if someone, who isn't on the schools list, is going to collect their child. The manager will contact the main parent / carer for confirmation if they have any concerns regarding departures. If a parent / carer is going to late collecting their child, for example they are stuck in traffic, before 5:30pm then they must notify the club. If the club is not notified then the Uncollected Child policy will be followed.

Absences:

If a child is going to be absent from a session, parents must notify either the school or the club as early as possible. If a child is absent without explanation, staff will contact the parents / carers to check the whereabouts of the child. If there is no explanation for the absence the club will activate the Missing Child procedure. The school and the club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child of their family might need additional support.