

## **MOOSE AFTER SCHOOL CARE CLUB**

### **WORKING IN PARTNERSHIP WITH PARENTS**

#### **Arrivals, Departures and children's safety**

Our club 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 MOOSE Club Manager (Diane Lane) to ensure that an accurate record is kept of all the 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 Visits and Outings Policy) and the process will be supplemented by regular head counts during the day.

#### **Arrivals**

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

#### **Escorting children between the School and the Club**

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

- The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, in accordance with the Risk Assessment Policy. A contact in the school will be identified, with whom the manager will liaise.
- The manager will ensure that an identical register of all children who require escorting between locations is kept by both the School and the Club and updated as necessary.
- A regular meeting place for the children will be established within the School and the Club.
- Children under eight should be escorted directly from and to the Club's premises.

- There will always be two staff member accompanying a group, one at the back and one at the rear of the group and all staff will be given instructions on road safety.
- If the Parent/Carer wants their child to be given medicine during the day by a member of staff, they must complete and sight the Administrating Medicine Form. (Further details of this procedure are contained in the Club's Health, Illness and Emergency Policy)

### **Departures**

If a 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 Admission Sheet. Only adults aged 16 and over and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the Club alone at the end of a session ***is not permitted***.

If an adult arriving to collect a child without the staff's prior knowledge then the club will telephone the Parent/Carer immediately.

If a Parent/Carer or nominated adult is going to be late to collect a child, staff must be informed of this by phone. A fee for every five minutes after the club has closed will be imposed and the Uncollected Children Policy will be activated.

Upon departure, the Parent/Carer will sign the child out to indicate that they have taken over their care and they have left the premises and a time of departure will be recorded.