



ARRIVAL AND DEPARTURE PROCEDURE

The following procedures must be followed when receiving children into the clubs and when they depart at the end of each session.

BREAKFAST CLUB – ON ARRIVAL

- Children must not be left by parent/ carer before the club opens
- The parent/ Carer must ensure children are received by a member of staff
- On arrival at the club, children will be ticked into the register, and a final register will be taken before the children depart for school

BREAKFAST CLUB – ON DEPARTURE

- Before departing for school a final register will be taken to ensure all children have been correctly logged in and accounted for
- Children will then be escorted to their individual classes
- Where the Breakfast Club is not held on the School grounds, children will be safely escorted by foot wearing high visibility jackets. Risk Assessments will be carried out daily and reviewed regularly (please see Risk Assessments)

AFTER SCHOOL CLUB – ON ARRIVAL

- Staff will arrive at agreed meeting points in plenty of time to greet the children at the end of the school day.
- Staff will always carry with them an updated attendance list, and club mobile phone should they need to contact parent/carer.
- At least one staff will wait at the agreed meeting place, whilst other staff members collect children as per the club their individual club procedures.
- The school and all teachers will be given a copy of attendance, so they know who is due to attend the club on each given day.
- When all children have been collected/ arrive, they will be welcomed and ticked on the attendance sheet.
- Children will be kept safely together once they are assembled.
- In the event of unconfirmed absences staff will first check with the school/ teacher for sickness/ absence or if collected by the parent.
- Absentees will be marked on the attendance sheet.
- A head count and register will then be taken before departing meeting point.
- **If the school/ Parent cannot confirm the child's whereabouts the MISSING CHILD PROCEDURE MUST BE FOLLOWED**