



## Culham After School Club

### **Policies and Procedures**

#### **Arrivals and Departures**

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**Culham After School 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 Playleader to ensure that an accurate record is kept of all 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. This process will be supplemented by regular head counts during the session.

Records of daily registers will be kept by the Club for at least three years from the date of the last entry.

##### **Arrivals**

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

##### **Departures**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded before the beginning of the session. The adult nominated to collect a child should be one of those named on the Child Information & 'Permissions' Form. Only adults with suitable identification will be authorised to collect a child.

Permission and arrangements for children leaving the Club alone at the end of a session will be a matter for discussion between the Playleader and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the Club alone must be submitted to the Club before such arrangements are able to commence. No child under the age of 8 will be allowed to leave the Club unaccompanied.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed as soon as possible. If the designated adult is late in picking up their child without prior warning, the provisions of the Lost or Uncollected Child policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.



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#### **Absences**

If a child is going to be absent from a session, parents must indicate this to the Club in advance.

If a child is absent without explanation, staff will try contact the parents/carers to try to ascertain the reasons behind this.

#### **Escorting Children between Schools and the Club**

##### **Reception Club Room**

Children in Reception year will be collected from their class room. They will be signed over to club staff by ESUK staff and be escorted to the Reception Club room. On arrival the room lead will complete a register and note the time of arrival.

##### **Main Club Room**

Children in Year 1, Year 2, and Year 3 will be collected from their class rooms. They will be signed over to club staff by ESUK staff. Staff will then feed the children into the ESUK gated playground located opposite the main club house or directly into the main club house if the weather is bad. On the children's arrival their present will be noted by the staff member responsible for the register lead.

##### **Big Club Room**

Children in Year 4 will be collected from their class rooms. They will be signed over to club staff by ESUK and escorted to the Big Club Room where the room lead will note their presence on the register.

Children in Year 5 and 6 will walk themselves into the Big Club Room. On their arrival children will be encouraged to register themselves on the register.

At 16.45 a full register will be completed to ensure all children are present. If the location of a child is unknown the Missing Child policy will be activated

The Owner will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

In order that ESUK are aware of which children will be attending the Club, the owner will be forward to the Head of Primary a register of child due to attend each week.

#### **Transport**

When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- All adults who are involved in transporting children will have an Enhanced Criminal Records Bureau check.
- A minibus driver will have an appropriate, valid driving licence, suitable for driving a minibus and escorting children.
- All vehicles will be suitably insured.
- All children will be wearing seat belts and if applicable a child restraint in order to conform to current legislation.

Reviewed August 2016