



SIMPLY PENDOYLAN

ARRIVAL AND COLLECTION OF CHILDREN POLICY

BREAKFAST CLUB

Breakfast club opens at 07.30. Children should be escorted by parents to the school hall. **We are unable to take responsibility for children until they are in the school hall, with our staff.**

AFTER SCHOOL CLUB

ARRIVAL

- Parents must notify the Club within 24 hours regarding non-attendance of their child. **The full cost of the booked session is chargeable in any event of sickness/non-attendance for whatever reason.** (NOTE: If an 'extra' or 'one-off' session is subsequently cancelled, it is still to be paid for).
- **Parents MUST advise both club management AND the school, if a child will not be attending after school club for any reason.** We do not have time to check with school which children are not present.
- During term time, after school club children will be collected together in the school hall by an appropriate number of playworkers (dependant on numbers of children booked in that day) and a register will be taken. Our staff will collect children from Nursery and Reception classes at 3pm and take them to the hall.
- The school teachers and children know the Club playworkers (or, where appropriate, individuals acting as escorts) and also know which children are attending after school club each day.
- Where relevant, children from surrounding schools will arrive via taxi. The booking and payment of transport via taxi will be the responsibility of the individual parents concerned and will be a private arrangement between the parents and the transport provider. However, the Club management recommends that the school and children should know the drivers of taxis and that proof of their identity should be carried and produced if necessary. It is also highly recommended that parents insist Disclosure and Barring Service checks, and where relevant checks by the Independent Safeguarding Authority are made on the taxi drivers involved.
- During school holidays, parents / carers will drop their child/ren off at the Club's premises prompt to the time for which they have been booked in.

COLLECTION

- Parents must collect their children by 5.50pm at the latest as we need to vacate the hall by 6pm.
- Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the Club, unless prior arrangements have been put in writing by the main contact for the child to the senior playworker. The Club also reserves the right to make additional checks if considered appropriate in these exceptional circumstances.
- Under no circumstances will a child be released to an unknown person.
- It is the responsibility of the parent / guardian to ensure that any changes to the named individuals who can collect their child are communicated to the senior playworker both in writing and verbally.
- The person collecting a child will approach a playworker at the door so that playworkers know which child is being collected, and by whom, and can sign the children out.
- Daily attendance records are updated promptly with the time children are collected.
- **The Club WILL charge £10.00 per child, on each occasion, if the parent/carer is late collecting a child. This is to cover wages of staff who will be required to remain with the child(ren) until they are collected.**
- If there are concerns when a child is collected, that to hand over the child may be placing the child at some risk, the playworker will seek advice from the senior playworker/manager/designated child protection officer who will speak to the parent/carer and do what is reasonable in the circumstances to safeguard the child's welfare. This may include asking the parent/carer whether another named contact is available to come and collect the child. In certain circumstances, the senior playworker/manager/designated child protection officer may inform the parent/carer that following handover, they will call the Social Services Duty Officer or the police and that the Club's child protection policy may be implemented.

PROCEDURE IF A CHILD IS NOT COLLECTED

- In the case of a parent/carer failing to collect the child, the senior playworker will call the named contacts (including emergency contacts) to come to the Club to take the child home. In the event of no contact being made after 30 minutes, the senior playworker will contact the Duty Officer at Social Services to advise them of the situation, and take their advice on further action. The registered person/responsible individual will also be informed.
- No child will ever be left unsupervised because a parent/carer has failed to collect them.