



Swan Club

Hampton Hargate Primary School

Arrivals & Departures Policy

Approved: November 2017

Review date: November 2020

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, Children in Care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the Child Protection folder which is in each classroom and key locations around the school.

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 Manager 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 day.

At the time of registration the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but parents must agree this with the Manager in advance of the session.

Records of daily registers should be kept by the Club for at least one year.

Arrivals

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

Departures

No child will be allowed to leave the Club unaccompanied except where prior parental permission has been given.

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 at the start of the session. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children, unless a prior arrangement has been made with the parent. No adult other than those stated on the Admissions Form will be allowed to leave the Club with the named child. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

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

Absences

If a child is going to be absent from a session, parents must indicate this to the Club in advance (by 3.30pm each day of absence) by letter or by leaving a message with the school office.

This policy will be reviewed every 3 years.

Review date: November 2020

This policy was adopted by the Swan Club Management Committee Management Committee.