

Stepping Stones

Arrivals and Departures

Stepping Stones recognises that the safe arrival and departure of the children in our care is paramount.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded. These records are kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

Escorting children to the Club

- The Club and schools we collect from have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the routes used to escort children to the Club and review it regularly.
- The schools and the Club keep an identical register of children who require escorting between locations. We have a standard list for the week with changes made to this list daily based on any pre-informed absences (ie dentist appointment, play date or parent/carer collecting).
- Connaught children come directly to the dining hall after class. Bagshot Infant school children and Valley End Infant school children will be collected. The Bagshot children will be walked back to Connaught, the Valley End children will be collected by minibus.
- Bagshot and Valley End children that are coming to the club will be collected directly from their classroom. Any problems that day or messages from the teacher can then be relayed to us at that time.
- For children attending after school clubs at Connaught then they will go to these and then come to us. They will be recorded as being at a club on our register so that we know for numbers for tea. All teacher led clubs finish by 4.15pm. Certain clubs start later (5pm) in which case the child will come to us first before going to the club later when we hand them over. They will no longer be our responsibility at that time.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

Departures

- Collection is from the main gate and we operate designated collection times of 5pm, 5.15pm, 5.30pm, 5.45pm and 6pm and the parents/carers let us know what time they will be collecting. This ensures that we have time to get the children ready at their correct time with all their things. They will then be walked down to the gate and checked off the collection list.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child or wish to

collect at a different time slot. If they arrive after 6pm then we do charge a late collection fee of £15 per 15 minutes which will be invoiced separately. If the Club is not informed, then the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club may activate the **Missing Child** procedure if this is not being dealt with by the school.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: Stepping Stones and reviewed 10/01/2024

Signed: Philip Stone

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.61 and 3.63]*