



The Cabin Crew Out of School Club

Arrivals and Departures Policy

The Cabin Crew Out of School Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The children become the responsibility of the Club once collected by staff (Key Stage 1) or on leaving the school building (Key Stage 2).

We regularly review the route and procedures used to escort the children to the club.

The Manager will ensure that an accurate record is kept of all children attending the Club, and that any arrivals or departures are recorded on the register (signing in/out sheet). The register sheet is situated on the mobile desk and is kept on the premises at all times.

Regular headcounts are conducted during the session to maintain the childrens safety.

Procedures

Escorting children to the Club

- The children become the responsibility of the Club once collected by staff (Key Stage 1) or on leaving the school building (Key Stage 2). We regularly review the route and procedures used to escort the children to the club.
- The Club maintains a register of children who require escorting from school, as well as those who walk independently. This is checked, updated and highlighted daily.
- Staff are allocated to collect Reception or Year1/2 children. At least 2 members of staff will collect the children from their classrooms and escort the children at each session.
- The children hold onto a 'train' and wear a high visibility jacket whilst walking to the club.
- Children in Key Stage 2 (years 3-6) walk independently to the club. Parent/carers are given the choice in the final half-term of the summer term, to allow year 2 children to walk independently.
- A staff member will stand at the playground gate to supervise independent walkers in year 2.
- Walkie talkies' are used by staff collecting or supervising children to ensure communication with the Club at all times.
- If a child is booked into the Club but does not arrive, we will follow the procedure under 'absences'.
- The **missing child** policy will be implemented in the event of a child not being found.

Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance on the daily signing in/out sheet.
- Numbers of children present in the session are updated on the whiteboard regularly.
- Key Stage 1 children attending activity clubs within the school e.g. film club, athletics, archery, will be collected from the school by a member of staff.

- Key Stage 2 attending activity clubs will walk to the club independently when the club has finished.
- Activity clubs finishing times will be displayed on the whiteboard to ensure all staff are aware of childrens' arrival times.
- If a child is booked into the Club but does not arrive, we will follow the procedure under '**Absences**'.
- The **missing child** policy will be implemented in the event of a child not being found.

Departures

- Children are collected from the Club by a parent/carer. (or nominated person over the age of 16 years, who has been authorised to do so on the childs' registration form).
- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Regular 'head counts' are carried out during the session and the whiteboard updated, ensuring an accurate number of children in the session is maintained.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the Manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children will not be allowed to leave the Club unaccompanied.

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:
 - i. contact the school to check whether the child had attended that day.
 - ii. contact the parent/carer to check whether other arrangements have been made for that session.
 - iii. contact the 'authorised person' named on the childs' registration form.
 - iv. contact the police if there are still concerns about the childs' whereabouts.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family may need additional support.

This policy was adopted by The Cabin Crew Out of School Club.	Date:
To be reviewed:	Signed:
Name of signatory:	Role of signatory:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
 [3.62, 3.64]; and *Information and records* [3.76]