

Thirsk C P Out of School Club

Arrivals and Departures

[Thirsk C P Breakfast Club](#) recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is 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 school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children from the Club and review it regularly.

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, including the time of arrival.

Departures

- Staff will escort KS1 children to their classrooms and hand over to the staff in the child's classroom
- KS2 children will be allowed to go onto the playground at 8.40am when a member of school staff will be available to supervise them.
- If you do not wish your KS2 child to be allowed onto the playground, please advise Breakfast Club Staff and we will deliver your child straight to their classroom.

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 staff still have concerns about the child's whereabouts after attempts to contact the parents and the school the manager will contact the police.
- The Club will work closely with the School's Attendance Officers and share information in matters of attendance.

This policy was adopted by: [Insert club name]	Date:
To be reviewed: [Insert date]	Signed: [by Manager/Proprietor]

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.62, 3.64]; and Information and records [3.76]