



The Hive

OUT OF SCHOOL CLUB

Arrival and Collection of Children

Policy shared with staff on Intranet [by email/staff briefing]

Policy confirmed by the Management Committee of The Hive on:

Date: 22nd May 2019

Signature: Anna Bertou

Policy to be reviewed on: May 2020

This policy is written in line with the Christian values and ethos of our school



WILLIAM LAW OUT OF SCHOOL CLUB ARRIVAL AND COLLECTION OF CHILDREN



Our club will give a warm and friendly welcome to each child on arrival and ensure that they get to their classrooms safely after Breakfast Club and are collected safely at the end of After School Club sessions

Each child must be registered and have a place pre-booked and paid for in order to stay at the Club.

Each child attending a session must be marked in with the time of their arrival on the day's register by the Manager/Key Play worker or appropriate member of staff.

1. Arrival at Breakfast Club

- 1.1 Children attending Breakfast Club will be brought in by their parents/carers during the agreed opening hours.
- 1.2 It is the responsibility of the parent/carer to ensure that their child has arrived safely at the Club.

2. Departure to William Law School from Breakfast Club

- 2.1 All Reception, Years 1, 2, 3 and 4 children will be escorted to their assigned classrooms in the school, by staff designated by the Manager and handed over to the care of their class teacher.
- 2.2 All Year 5 and 6 children make their own way into the school building.

3. Collection of children from William Law School

- 3.1 All Reception, Years 1, 2, 3 and 4 children will be collected from designated classrooms in school at 3.15pm. Children will be met/escorted by members of the Club's staff as designated by the Manager.
- 3.2 All Year 5 and 6 children will make their own way to The Hive.
- 3.3 Children are not allowed on the Playpark before going to the Out of School Club.

4. Absences

- 4.1 It is the responsibility of parents/carers to notify the Club if their child is not attending a session. However, if a child is not in their classroom the Manager will check with the class teacher if the child has attended school that day or not.
- 4.2 If a child has not attended school then they can be marked as absent from the Club.
- 4.3 If a child has attended school but has not come to the Club the Manager will then contact the parents to establish the whereabouts of the child. If parents/guardians cannot be contacted then a decision will be made by the Club Manager to notify the Police.
- 4.4 Parents must notify the club, if their child(ren) are attending an after school club.

5. Departure of children

- 5.1 The annual Contact Form will contain a list of suitable people authorised to collect a child.
- 5.2 When the child is collected and leaves the Club they are to be signed out by the authorised person collecting the child with a) time leaving and b) signature of person collecting child.
- 5.3 If a parent/carer is unable to collect their child, they must inform the club, which named person on the Child's Registration form, will be collecting the child. The parent telephoning and the person collecting will be asked for the previously agreed personal password for the child.
- 5.4 The club will reserve the right to ask for I.D. from an authorised person collecting a child.
- 5.5 Under no circumstances will a child be allowed to leave with anyone other than those named on the Registration Form, unless the parent has given express instructions. If there are queries regarding this, the Manager will contact the parent/carer to discuss the situation with them.
- 5.6 Late collection of a child (after 6pm) will be recorded on the day's Attendance Form, and initialled by the parent/guardian.
- 5.7 Late collection will be charged at £1 per minute per child. Invoices will be sent out by post and must be settled within 7 days.
- 5.8 If a child is not collected and the parent/carer is unable to be contacted, the other contact names on the child's Registration Form will be called to arrange for them to collect the child. If no one on the child's Registration Form is contactable then the Emergency Procedure for uncollected children will be put into effect by the Manager (Designated Child Protection Officer).

6. William Law School Clubs/Activities

- 6.1 A written consent form is required from the parent/guardian for any child attending an after school activity at the school stipulating arrangements for collection or delivery to the stated activity and given permission for club staff to escort a child.
7. Parents are reminded to ensure that the gate code is not given to any child.