

ARRIVAL & DEPARTURE POLICY

Appletree After School Club is based at Grenoside Community Centre, Main Street, Grenoside, Sheffield S35 8PR.

Appletree playworkers collect infant children from their classrooms and junior school children from the dining hall, and do not leave the premises until the whole After School Club group is present.

ARRIVALS

All children will be collected by an appropriate ratio of playworkers, who will have a register for each day to inform them which children to collect.

The register is taken to the school to ensure that all children are present before leaving the school.

Whilst walking back to the club all children will be kept together as a group. Children will be asked to walk with a partner. The ratio of staff to children will not exceed one adult to eight children. Particular attention will be paid to the route taken back to the club and the safest route will always be taken even if this is not the fastest. Children are also counted back into the Community Centre.

If a child is going to be absent from the club, the Co-ordinator must be informed in advance to avoid unnecessary anxiety when the child fails to turn up after school.

If a child does not turn up for club within 5 minutes of the end of lessons the playworkers will establish whether that child has been absent from school that day, by either contacting the class teacher or the school office. If the child has been in school and has not turned up for ASC every effort will be made to locate the child within the school premises. The Co-ordinator will then try to contact parents and other persons authorised to collect the child on their registration form to establish the child's whereabouts.

DEPARTURES

Children must be collected from the club by an authorised person – someone named by the parent/carer on the child's registration form. No other person will be permitted to collect the child without the prior authorisation of the parent/carer.

All children must be signed out of the club by a staff member.

If a parent/carer fails to collect their child by the time the setting closes at 6pm, the Co-ordinator will attempt to contact them by telephone. Parents/carers who are going to be late should let the Co-ordinator know as early as possible. If it is not possible to contact the parent then the other emergency contacts/authorised collectors from the registration form will be telephoned.

If, after an hour no contact has been made with any of the people listed on the child's registration form then the Police and Social Services will be informed, as it would be quite possible that the parent or carer had been involved in an accident.

Two members of staff will always wait with a child until they are collected by an authorised person. Under no circumstances should a child be left alone.

Staff will always remain at the setting with the child to ensure that they are present if the parent/carer tries to make contact or arranges for others to make contact there.