



Arrivals & Departures Policy

Updated: 1 September 2023

Liscard Pirates Club

Arrivals and Departures

Liscard Pirates 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 to the Club and we review it regularly.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
- A member of school staff will escort the children from school to the appropriate Club room.


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 ensure that parents or carers use the password that has been specified on the child's joining forms, and record the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.

- 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.
- No child will not be allowed to leave the Club unaccompanied.

This policy was adopted by: Liscard Pirates Club	Date: 1 September 2023
To be reviewed: Autumn 2024	Signed: 

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]*