



## **BAFTA ARRIVALS AND DEPARTURES POLICY**

Review Date: September 2017

Monkshouse BAFTAs (Before and After School) Club will ensure that all children receive a warm, friendly welcome upon arrival and staff will ensure that they depart safely at the end of every session.

### **Arrivals**

- An accurate record/registration form will be kept of all children who attend the setting. A register will be kept and times of arrival and departure of children will be recorded supplemented by regular head counts throughout the sessions. The register will be kept on the premises at all times
- No child will be admitted to the club until the club has received a completed registration form.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

### **Departures**

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer/adult with parental responsibility or the person on the registration form unless the setting has been informed of changes beforehand.
- It is particularly important in cases where parents may be separated or divorced and the other parent has right of access to the child that the club supervisor should be advised in confidence. The Club cannot refuse to release a child to a parent/adult with parental responsibility at the request of the second parent without a copy of a legal court document.
- Monkshouse BAFTAs Club reserves the right to refuse for a child to be released from our care if there is any doubt of the authenticity of the person calling.
- Children must be signed out by the person collecting them.
- Departure times will be recorded by staff.
- Late collection of children may result in a charge of £2.00.

- Monkshouse BAFTAs Club will not release a child into the care of any person under 16yrs of age.

### **Arrival at school (For Before school care)**

- Children will be escorted to school following the escorting procedure.
- Early Years and Key stage 1 children will be taken to their respective class teacher.
- Key stage 2 children will be allowed to walk to classrooms.
- Any absences will be reported to the school office.

### **Collection from school – (For After school care)**

- Children will be collected from school following the escorting procedure.
- Children will not leave the school without supervision.
- Nursery children will be collected from their class teacher.
- Reception children are taken to the BAFTA Club room by an adult.
- Key stage 1 and 2 children will be met at the BAFTA Club room.
- A register will be taken.
- Any unexpected absences will be investigated at the school office.

All staff dealing with the children will hold an enhanced DBS.

This policy will be reviewed annually and any changes will be made and presented to the school Governing Body.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_