



**This policy keeps in line with
UNCRC Article 3**

**The best interests of the child
must be a top priority in all
decisions and actions that
affect children**

Arrivals & Departures

Admissions

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the setting, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the day.

Records of daily registers should be kept by the setting for at least 3 years.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form. Children can be collected by another young person at the discretion of the parent / carer and although there is no age limit, parents should make the decision based on maturity and provide the permission in writing to the Manager prior to collection, otherwise staff will not allow children to leave.

Permission and arrangements for children leaving the setting alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving alone must be submitted to the Manager before such arrangements are able to commence.

No child under the age of 8 will be allowed to leave the Club unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave the setting with a child. In the event that someone else should arrive without prior knowledge, a member of staff will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises.

Absences

If a child is going to be absent from a session, parents must indicate this to the setting in advance and no later than 10am on the day, otherwise the full fee will be payable.

If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from the setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The setting and its staff will always try to discover the causes of prolonged and unexplained absences.

If 3 absences occur in a row without notice or valid reason e.g. illness, other school absence or appointment, then discussions will be held with the parent/carer whether or not the session should be cancelled and made available to other children/families.

Escorting Children between School and the Club

Where children are escorted between school premises and the setting, the following procedures will be carried out:

The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

A contact within the school will be identified, with whom the Manager will liaise.

A clear agreement will be reached between the setting and the school about when responsibility for children's safety is officially transferred.

The Manager will ensure that an identical register of all children who require escorting between locations is kept by both the school and the setting and updated daily.

There will always be two staff members accompanying any such group including a member of staff at the front and one at the rear.

Staff will ensure that children are given instructions on road safety.

If a child is absent without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

Registration and Collection - for Parents in Dispute

(We have used the word parent but can also mean carer or guardian)

- When registering to use our service parents must stipulate who is allowed to pick up their child from the club. For those authorised we require name, address, contact telephone number and their relationship to the child.
- Under no circumstance will a child be released to an unknown person unless we have checked with the parent and the person collecting has some form of ID.
- We will support parents (who have registered their child with us) by abiding by their wishes whenever possible.
- In the instance of estranged parents with shared responsibility for a child we would ideally want a written note signed by both parents agreeing to mutually acceptable days for picking their child up. We would also need to be informed of any change to this pattern in writing and again signed by both parties.
- Those persons not authorised will be denied access to the child and the registering parent will be notified of the attempt to collect the child.
- However, unless there is a court order in place, those parents who have Parental Rights & Responsibilities (PR&R) for the child have the right to access their child.
- Parents with PR&R are: the birth mother & the father (married or not and named on the birth certificate) of children whose births are registered on or after 4th May 2006.
- If a parent with PR&R but not named on the registration form wishes to gain access to the child we will delay the contact until we have proof of ID and have contacted the registered parent.
- We cannot physically prevent a parent (with PR&R) from picking up their child.

- However, if the parent shows any signs of aggression, is obviously under the influence of drink or drugs and staff feel the child is at risk then the police will be informed together with the registered parent.

- For those parents who have a court order preventing the other from accessing or contacting the child it would be helpful to have a description and details of that person together with details regarding the perceived likelihood of the court order being breached.

This is to prepare staff for the possibility of that parent turning up.

- We will always put the child first in circumstances of a dispute between parents. If we feel we cannot keep the child safe, then we will reserve the right to refuse a place at the setting.

- In the interest of your child’s safety and wellbeing and the wellbeing of all children in our care please ensure any disputes are kept out-with the premises.

Should we be in a position that the above policy/procedures may be in use, then both parents will be required to sign a copy of this policy for our records.

Please sign below to say you have read, understand and accept this policy.

Child/rens Name/s

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I have read, understand and accept this policy:

First Parent Name (print)

Signature

Second Parent Name (print

Signature