




Mangotsfield Out of School Club Arrival & Collection Policy

Policy Author:	MOOSC Management Team
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Signed:	



Arrival & Collection Policy - MOOSC04.01

Policy

MOOSC recognises that the safe arrival and departure of the children in its care is of utmost importance.

Accountability

The Room Leader at each Club is responsible for making sure that an accurate record is kept of all children in the Club and that any and all arrivals or departures are recorded in the register.

Registers are kept in an accessible location at each Club at all times. This process will be supported by regular headcounts during the session.

Risk assessments are carried out in every session at each Club and are reviewed regularly.

Room Leaders are responsible for escorting children from the Club to their classrooms in the mornings and the School to the Club in the afternoons.

Arrival

The Club will greet each child warmly each morning and will sign children in on the daily register straightaway with the time of arrival.

Transfer of Care

The Club and each Primary School have a clear agreement concerning the transfer of responsibility for children's safety.

If a child is booked into the Club but is not presented by the Primary School, staff will check if the child was absent that day, is attending a separate out of hours activity or if a message has been received by the Club that the child is not attending that session at all.

If the whereabouts of the child is not known, staff will immediately inform the Play Manager, School Head Teacher (or on site Designated Person) as well as the child's parent/ carer as set out in the Club's Missing Child Policy.

Collection

The Club will hand children over to their parent/ carer or approved additional adult and sign the child out on the daily register straightaway with the time of collection.

Children can only be collected by an adult who has been authorised to collect them and this will be challenged by the Club by asking for any agreed collection password or personal information test.

Parents/ carers have a duty to inform the Club of any changes to approved adults for collection and the Play Manager will follow up if there are any concerns.

Parents/ carers must notify the Club as soon as possible if they will be late collecting their child. If the Club is not informed, the Uncollected Child Policy will be followed.



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Children below the age of 11 will not be allowed to leave the Club to go home unaccompanied. Express written consent by the parent/ carer must be emailed before any 11 year old will be allowed to go home unaccompanied.

Older siblings must be at least 14 years old to be allowed to collect on behalf of a parent/ carer and express written consent by that parent/ carer must be emailed to the Club.

Absences

If a child is going to be absent from a session, the Club must be informed in advance of a session.

If a child is absent without explanation, the Club will follow the procedure set out in the Missing Child Policy.

Related Policies

1. Missing Child
2. Payment
3. Safeguarding
4. Uncollected Child