

Arrivals and Departures

Aim:

Venture Kids recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

- Staff will sign children in and out on the relevant register on behalf of parents.
- 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 registers will be kept in an accessible location at all times.

Escorting children to Venture Kids

- Venture Kids has a comprehensive plan concerning the transfer of children to and from school.
- We have risk assessed the route used to escort children to the Club and review it regularly.
- Children attending Greenwood, Belmont or Dundela school will be met by a Venture Kids member of staff in the school playground. The children will then be escorted by car, minibus or foot to Venture Kids. Children attending Strandtown primary school will be met by a Venture Kids member of staff in the main playground at the front of the school. They will then be escorted to Venture Kids on foot or by minibus.
- Where there are 8 children or less, one member of staff will escort the children from primary school. Two members of staff will escort the children should the numbers from primary school exceed 8 on any given day.
- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school that day. If the child was not present at school, the duty manager of Venture Kids will contact those with parental responsibility for the child to establish whether after school service is required that day. If the child did attend school that day and those with parental responsibility for the child expect them to attend after school club and the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and Venture Kids will implement its **Missing Child** policy, in accordance with the school's own procedures.
- We ask that all parents make us aware if their child is not at school.

Arrivals

- Our staff will greet each child warmly on their arrival at Venture Kids and will record the child's attendance in the daily register straightaway, including the time of arrival.
- Children will be supervised sanitising their hands on entry to Venture Kids.

Departures

- Staff will sign children out before they leave, on behalf of parents/carers including the time of collection.
- Children are collected by an adult (age 18 or older) 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. The manager will be notified of the individual authorised to collect the child. A description and password is to be used by the person collecting them.
- 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 Venture Kids if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents are asked to notify Venture Kids in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school, the manager will contact the police.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

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