



Explorers

Arrivals and Departures Policy

Explorers recognises that the safe arrival and departure of the children in our care is paramount.

The sessions Leader will ensure that an accurate record is kept of all the children in Explorers and that any arrivals or departures are recorded in the register. The register will be always kept in an accessible location on the premises. This process will be supplemented by regular head counting during the session.

Escorting Children to Explorers

- The club and the school have a clear agreement concerning the transfer of responsibility for children's safety.
- The school office will keep the register during the day where it will be updated when appropriate. The register will be collected by the session Leader before 3pm for the After School Club, ready for the children's arrival.
- The session Leader will inform Reception and Year One staff of the children who are attending the After School Club upon receiving the register.
- Little Jesters children will be escorted by Little Jesters staff to the setting. The session Leader will ensure that all the children escorted by Little Jester staff are accounted for by recording the time of arrival for each child. The initials of the member of staff registering each child will be entered on the register.
- It is the responsibility of each class teacher at the end of the school day and after any school club to escort children in their care to the club where the session Leader will register each child as described above.
- If a child is booked into the After School Club but does not arrive at the setting, staff will check to see if the child was present at school that day or if the parents/carers had cancelled the booking. If the whereabouts of the child is not known, staff will immediately contact a member of the senior management team and the child's parents/carers. The procedures laid out in the Missing Child Policy will then be implemented.
- In the case of a child who has been booked into the Breakfast Club but does not arrive, the session Leader will telephone the parent/carer to ascertain the whereabouts of the child. If after contacting the parent/carer the child's whereabouts is not known, the session Leader will inform the school office and Designated Safeguarding Lead in the school.

Arrivals

Explorers staff will warmly greet the child and accompanying adult at the gate from 07:30 onwards. Parents will be requested to sign their child's arrival on the register, which will be provided by a member of staff. The parents will be asked to record the time of arrival and their initials. Parents will not be allowed on the school grounds. The child will be escorted to the Explorers room and attendance in the daily register will be recorded straightaway.

Departures

- Parents/carers will ring the doorbell on the gate to alert staff of their arrival. Explorers staff will escort the child to the gate.
- The staff will ensure that parents/carers sign children out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them as recorded on the child's registration form.
- The child's parents/carers must inform Explorers in advance if someone who is not listed on the registration form is to collect the child.
- The session Leader will contact the main parent/carer for confirmation if they have any concerns regarding departures.
- The parents/carers must notify Explorers if they will be late collecting their child. If Explorers are not informed, the Uncollected Children Policy will be followed.
- Late collections after 6pm will incur a lateness fee, unless there are exceptional circumstances which will be at the discretion of the school.

Reviewed: **Summer 2025**

Next Review: **Summer 2027**

