

## **Arrivals and Departures Policy**

**Abington Annexe Community Childcare (AACC)** staff will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Location of Abington Community Out Of School Club (GAPS), The Annexe, Great Abington Primary School, 68 High Street, Great Abington, Cambridge, CB21 6AE

### **Collecting from Pre-School**

- Children leaving pre-school to attend AACC will be handed over by a member of staff. AACC staff will mark each child in on the ipal system as they arrive.

### **Collecting from School**

- Children leave the school by the rear door.
- A member of the AACC staff will collect class 1 children first and mark each child in on the ipal system.
- The staff member will then escort the class 1 children down to the AACC building and return to school to collect the older children.
- As the other children come out of school the staff member will mark each child in on the ipal system and allow them to walk down to the AACC building in groups.
- On arrival at the AACC building another member of staff will encourage them to place book bags, lunch boxes and coats on a peg.
- The room will be set up ready for the children's arrival.
- A snack and drink will be set out ready for the children to help themselves to on arrival at the setting.

### **Departures:**

- Staff will sign the children out on the ipal system when parents arrive to collect them.
- Staff will ensure that this done on time so late fees are not incurred especially for the children being collected at 4.10pm
- Parents and carers should not mark the child as having left the building; this is the responsibility of a member of the AACC staff.
- No adult other than those named on the registration form will be allowed to leave the setting with a child.
- In the event that someone else should arrive without prior knowledge, the setting will telephone the parent/ carer immediately.
- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff prior to the start of the session and be recorded by the setting. Ideally the adult nominated to collect a child must be one of those named on the registration form. Only adults, aged 16 years and over and with suitable identification, will be authorised to collect children.
- In exceptional circumstances and with prior permission from a parent/carer an older sibling in KS3 may be authorised to pick up a younger child.
- If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the setting at the earliest opportunity. If the

setting is not informed the Uncollected Child policy will be followed.

- Permission and arrangements for children aged eight years and over 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 the setting alone must be submitted to the setting before such arrangements are able to commence.

### **Absences:**

- If a child is going to absent from a booked session, parents or carers should notify AACC in advance. **It should not be assumed by the parent that leaving message with the primary school is sufficient.**
- If a child is absent without explanation, staff will contact the parents or carers to ascertain the reason behind this. If this is not possible the setting will follow the Missing Child Procedure.
- 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 a child is absent from the setting 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.
- If the whereabouts of the child cannot be confirmed, the setting will follow the Missing Child Procedure.

### **Children attending AACC from other schools:**

- AACC do not hold any responsibility for children being collected from schools other than Great Abington Primary School.
- AACC must be notified of the expected time of arrival of the child.
- AACC must be notified of any expected delay in arrival of the child.
- An Arrival of Unaccompanied Children to AACC procedure form should be completed in this case, including mobile phone number of the child (if carried).
- Where available the child's mobile phone number should be recorded on the registration form for easy access.

### **Keeping records:**

All paperwork relating to a child attending AACC is stored securely and used according to the Data Protection Act 2018.

### **Monitoring and Review:**

This policy will be monitored by the administrator and the manager of AACC and will be reviewed at least annually.

Risk assessments will be carried out regularly by the trustees of the committee and the staff and management of Abington Community out of School Club.

## **ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Community Out Of School Club (GAPS).**

Print Name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		03/01/2018	R BEACH
17/02/2020	R BEACH	17/02/2020	R BEACH
25/05/2021	R Beach	25/05/2021	R Beach
		28/06/2021	R Beach
11/05/2022	R Beach		
21/04/2023	E Turner	21/04/2023	E Turner