

Shurdington CofE Primary
Be the **BEST** we can be, through love.

Believe Enjoy Succeed Together

'Love God and love your neighbour as you love yourself.'

Matthew 22, verses 37 and 39.

Breakfast and Afterschool Club Arrivals and Departures Policy

Shurdington Church of England policies are written in the spirit of Christian values

Shurdington CE Primary Breakfast and After School Club (BaASC) recognises that the safe arrival and departure of the children in our care is paramount.

All children will be signed in and out of breakfast and afterschool club. The play leaders 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 register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session. BaASC will be based in the Year 1 classroom and use the Year 1 external gate and door.

Arrival and departure from Breakfast Club

All children must be signed into breakfast club by an accompanying adult. Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival. The children will be escorted to class during school registration.

Arrival and departure from Afterschool Club

Classroom staff will escort children to Afterschool Club where they will be greeted and signed in by our BASC staff. If a child is booked into the Club but is not taken to Afterschool Club, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the child's parents or carers, and follow the procedures laid out in the Missing Child policy. If a child is attending Afterschool Club after a different school run club it is the responsibility of whoever is running the club to take the child to the Y1 Class.

At the end of a child's session, staff will ensure that parents or carers sign children out before they leave, including the time of collection. When collecting a child after school, parents should ring the bell and let Donna know who they are collecting: children will then be brought to meet parents. Children can only be collected by an adult who has been authorised to collect them on their registration form. The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Play leaders will contact the main parent or carer for confirmation if they have any concerns regarding departures. The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the Uncollected Children policy will be followed. Children in Key Stage 2 will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent. Children in Key Stage 1 will not be allowed to leave the Club unaccompanied.

Absences

If a child is going to be absent from a session, parents must notify the Club 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 there is no explanation for the absence the Club will activate the Missing Child procedure. 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.