



Hurst Hill Primary School

Learning Together

Arrivals and Departures

EYFS:3.7, 3.62

At **Hurst-Hill After School Club** we give a warm welcome to every child on their arrival.

School staff members are requested to pass the care of the child to a specific member of staff who will ensure his/her safety (this is usually the A.S.C. manager). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the school staff member, on the day that the child has had in school.

If the member of staff requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent/carer at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is also required where possible for the designated adult. Parents/carers are informed about these arrangements and reminded about them regularly.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The A.S.C. will not release a child to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the A.S.C. about the arrangements as soon as possible. If in any doubt the A.S.C. will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the parent/carer must sign the child out to show that the child has left the premises.

Adults arriving under the influence of alcohol or drugs

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the A.S.C. requires appropriate records to be completed on entry and exit. Please refer to supervision of visitors policy for further information.

| This policy was adopted on | Signed on behalf of the A.S.C. | Date for review |
|-----------------------------------|---------------------------------------|------------------------|
| <i>Feb 2018</i> | | <i>Feb 2019</i> |