

Child Collection Policy

Arrivals and Departures of children

It is the policy of the After School Club to give a warm welcome to each child on their arrival to the club or collection from school and to also ensure that they depart safely at the end of the day. A risk assessment is in place for arrivals and departures and this is regularly reviewed. Details are updated and parents are given written confirmation on any changes or updates through our monthly newsletters.

Arrivals

Familiar staff will collect the children from class during school term and the same familiar staff will also be present to greet children as they arrive in the morning during the summer and on any other school closures which we open. As the children arrive a member of staff will sign them in on the daily register adding the time they arrived.

Any specific information provided by parents or passed on from the manager should be recorded.

A register will be kept and times of arrival and departure of children on the premises will be recorded and supplemented by regular head counts throughout the day. The register will be kept on the premises at all times other than trips or outings.

Collections

All children should only be collected by a person named on their enrolment forms. All parents are asked to inform Holy Trinity After School Staff of any changes made to the collection schedule for their children. These amendments include changes made to any decisions on who will collect their child. Such information will be noted by the After school staff and will help to ensure the safety and security of each child at all times.

Children should never be collected by anyone under the age of 18 unless this person is a parent of the child.

If there is to be any change in who collects the child, then the setting must be made aware of this in advance. Holy Trinity After School club reserves the right to refuse for a child to be released from our care if there is any doubt the authenticity of the person calling.

On departure the register must be immediately marked to show that the child has left the premises.