

Arrivals and Departures policy

Knutz Out of School Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, that all 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.

All arrivals and departures must be via Balmoral Road pedestrian entrance. Families dropping off or collecting from Club by car need to park considerably in the streets surrounding the school. Parents are asked not to come into club for the safety and smooth running off the club.

Arrival at Breakfast Club

Parents and guardians should bring their children to the Dining Hall doors. Doors open at 07:30. Staff will record the arrival time of each child as they come in.

Departures from Breakfast Club

Children will be marked out of the register as they leave. Infant children (R to Y2) are taken to their classrooms by staff members to arrive by 08.45. Children in Y5 & Y6 may leave breakfast club unaccompanied from 08:35 to go to their classrooms. A member of staff will supervise children in Y3 & Y4 as they go to their classrooms to arrive by 08:45.

Arrival at After School Club

Infant children will be collected from their classrooms by a staff member. Junior children make their own way to the Club from their classroom. Staff will greet each child warmly when they arrive at the Club and record the child's arrival time on the register.

Other activities after school

Parents must tell us if their child will attend other clubs before they come to After School Club. We need to know so we can collect infant children from their activities and so we know when to expect junior children to arrive after their activities. A late snack will be offered.

Occasional social events after school

If parents wish their child to attend events directly after school e.g. Cake or Book Sales, they must tell us so we do not spend time looking for children expected at Club. Staff will not be available to accompany children to after school sales. For later events, e.g., Movie Night or Disco, parents must tell us their child is going and whether they will need to be collected.

School Events during after school club

If parents are attending Parent Teacher Consultations or School Open Evening, they must still collect their children from After School Club by 18.00.

Departure from After School Club

Children may be collected any time before 18.00 by an adult who is authorised to do so on their registration form. Parents must use Balmoral Road pedestrian entrance. Children will be brought to the collection point when their carer has arrived. As each child leaves the premises, the register will be marked with the time of departure, who collected the child and the initials of the staff member who released the child.

Arrival at Holiday Club

Timings for the child's holiday club sessions are confirmed at booking. Entry is via Balmoral Road pedestrian entrance. Children should be taken to the dining room and the arrival time of each child will be registered by a staff member.

Departure from Holiday Club

Children may be collected any time prior to the end of their booked session, by an adult who has been authorised to do so on their registration form. Parents must use the Balmoral Road pedestrian entrance. As each child leaves the premises, the register will be marked with the time of departure, who collected the child and the initials of the staff member who released the child.

Late Collection from After School Club or Holiday Club

The parent must inform the Club if the person collecting their child will be late so staff can re-assure the child. The parent is responsible for organising an alternative person to collect. Fees for late collection apply. If the Club is not informed the person collecting the child will be late, staff will follow the procedure for **Late and Uncollected Children**. See [Late and Uncollected Child policy](#).

Collection by an adult not listed on the child's registration form

In exceptional circumstances, a parent may require another person who is not listed on the registration form to collect their child. The child's parent must inform the Club in advance, provide photo or a description of the person who will be collecting, or a password that they will use. The person collecting should bring photo ID for verification. If there are any concerns regarding the person collecting, the manager will contact the parent for confirmation.

Collection by a person under the age of 18

The Club policy is for children to be released into the care of an **adult** who has been authorised to collect them on their registration form, however, a child would be released into the care of a person aged 16 if it is their parent.

A parent may request in writing for their child to be collected by an older sibling under the age of 18. The specific arrangements for this must be agreed in advance, in writing with the Manager, using the Acceptance of Responsibility form. We will cease these arrangements if we have any concerns about a child's safety or welfare. If the matter cannot be resolved in discussion with the parent, a safeguarding referral will be made to Children's Services.

Children departing unaccompanied

Children over the age of eight 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 for this to happen. We will send a text message to the parent to confirm the time the child left. Our responsibility for the child will cease when the child has left the premises. Children below the age of eight will not be allowed to leave the Club alone.

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 guardians and ask in the school to check where the child should be. If staff still have concerns about the child's whereabouts after these attempts, the manager will contact the police.

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.

Policy adopted by	Knutz Out of School Club
Last updated	January 2025
Due for review	January 2026

Signed: 
Owner/Manager

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):
Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.72];
Information and record keeping [3.77], Information for Parents and Carers [3.82]