



## **Arrivals and Departures Policy**

Funtastic Kids recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The holiday camp or wrap around care supervisor will ensure that an accurate record is kept of all children in the club/camp, 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.

Holiday Camp - Headcounts and registers should be taken during the day but at a minimum, at the welcome meeting, breaktime, lunchtime and celebration.

### **Arrivals: Escorting children to the wrap around care club:**

- Funtastic Kid and the school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to our clubs and supervisors review it regularly.
- The school and Funtastic Kids keep an identical register of children who require escorting between locations which is updated daily. Our admin team ensures these registers are sent to the schools every morning. Depending on the club, the following procedures might be in place:
  - School staff will escort younger children to the club
  - Funtastic Kids Staff will escort the children from school to the Club. Depending on numbers and/or route, this may be one or two members of staff.

KS1 children will be escorted by school staff or FK staff from the classroom to the club

- Key stage 2 children may walk themselves to the club if the club is held within the same building as Key Stage 2.

High vis jackets might be used to ensure staff can identify club children easily.

Children on arrival, will be signed in by the club supervisor.

If a child is booked into the Club but is not at the collection point, procedures for absence will be implemented (See below).

## Holiday Camps and Breakfast Club

Our staff will greet each child warmly on their arrival at the camp and will ask parents to sign the daily register straightaway on the iPad (on arrival and departure) which will indicate the time of arrival/departure. Any absences are followed up by the admin team.

### Departures (Holiday camps and wrap around care clubs)

- Staff will ensure that parents or carers sign children out before they leave, which will indicate the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration details. Passwords are requested for key stage one children if the parent is new to the staff
- In exceptional circumstances, if the parent requires another person who is not listed on their details to collect their child, the child's parents or carers must inform the supervisor in advance and provide a description of the person and a password that they will use (this can be done via the online booking system). If the supervisor has any concerns regarding the person collecting, he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the supervisor if they will be late collecting their child. If the supervisor is not informed, the Uncollected Children policy will be followed. All late collections will incur at penalty charge.
- Children over the age of ten will only be allowed to leave the camp or club alone at the end of the session if the supervisor has discussed this with the child's parents and has received their written consent.
- Children below the age of ten will not be allowed to leave the camp unaccompanied.
- Parents can contact the supervisor directly on the camp/club phone, number displayed on arrival at the club/camp, or by ringing the Funtastic Kids office directly.

### Absences

- If a child is going to be absent from a session, parents must notify the our administrator via [bookings@funtastickids.co.uk](mailto:bookings@funtastickids.co.uk) in advance. Please see the admissions and fees policy for details of refunds.
- If a child is absent without explanation, staff will check with the school to check where the child should be. If school report the child has been absent from school then no further action will be taken. If school report the child has been collected from school, staff will notify the administrator who will contact parents/carers to confirm the whereabouts of the child. If the staff and administrators still have concerns about the child's whereabouts after attempts to contact the parents and the school, the manager may decide to 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.

This policy was adopted by <b>Funtastic Kids</b>	On November 2022
To be reviewed November 2024	Written by: Marcus Holloway(Director)

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):  
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and  
equipment [3.63, 3.65]; and Information and records [3.77]