



Arrivals and Departures

Bidbor'Out! recognises that the safe arrival and departure of the children in our care is paramount.

The manager 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.

Arriving at the Club

One of the key benefits of our club is that it does not require any of the children to leave the school premises. What is key is how we manage the transfer of responsibility for the children from the school to Bidbor'Out!

- The Club and 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 the Club and review it regularly.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
- There are three key 'ways-in' to Bidbor'Out! all of which take place on the school premises
 1. Reception children are greeted at the covered play area next to their classroom and registered by a member of Bidbor'Out! staff
 2. Class 1-6 children are met at the designated meeting point which is next to classes 1&2 at the bottom of the steps to the old school
 3. Any children attending specific after school clubs will be met at the School Office by a member of Bidbor'Out! staff
- All children will be transferred and registered, including the time of their arrival at the Bidbor'Out! room which is the old music room opposite Class R.
- Here children will be invited to wash their hands, visit the toilet, take a snack and a drink, change their clothes into something more suitable for outdoor play and leave their belongings in a dedicated area.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- If required parents or guardians may ask another adult to collect their child, this can be facilitated by completing an Authorised Other Person Collection Form using a password if they opt to do so.
- 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.
- The manager 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.
- No child will be allowed to leave the Club unaccompanied.

Absences

- If a child is absent from school, the school will have notified Bidbor'Out! when the daily register is exchanged prior to each day's session starting.
- Parents do not have to inform Bidbor'Out! in these circumstances
- When the child attends school and opts not to attend our club that day - it is the responsibility of the Parent or Guardian to inform Bidbor'Out!
- 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.

This policy was adopted by: Bidbor'Out!	Date: 6th August 2014
To be reviewed: September 2015	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.61 and 3.63]*