HARLANDS EDUCATIONAL TRUST

Arrivals, Departures and Collection Policy

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Purpose

This policy explains how Harlands Explorers accounts for every child from the point at which responsibility is accepted until the child is safely handed over or leaves under an agreed arrangement. Accurate records, clear communication and regular checks are central to the procedure.

Recording attendance

- The Club Manager must maintain an up-to-date register showing each child's arrival and departure time.
- The register must remain readily available to authorised staff while being stored and handled in accordance with data-protection requirements.
- Head counts are carried out at suitable points throughout each session and whenever groups move between rooms, activities or locations.
- The member of staff leading an activity is responsible for knowing which children are in their group.

Transfers between school and club

The club and the school must agree where and when responsibility for a child passes from one organisation to the other. The collection arrangements must be risk assessed and reviewed whenever circumstances change.

- Daily lists will be cross-referenced between the school and the club.
- Children leaving breakfast club may be taken directly to class or released to class if in KS2.
- Where a booked child is missing, staff must first check whether the child attended school, is at an after-school club and whether a cancellation or change was received. If the child cannot be accounted for, the Office staff and Club Manager must be alerted immediately, and the Missing Child procedure started.

Arrival at breakfast club

A parent or carer must hand the child over to staff and complete the sign-in process. Staff will record the arrival time and any relevant information, including breakfast requirements where applicable. Before children leave for school, the register and head count must be checked.

Arrival at after-school club

Children will be welcomed and entered on the register as soon as they reach the club. Staff will reconcile the arriving group against the expected list and repeat head counts as different classes arrive.

Leaving the club

- Breakfast-club departure times must be recorded and the premises checked after the final handover to confirm that no child remains behind.
- After-school children may only be released to a person authorised by the parent or carer, unless a different arrangement has been verified directly with the main contact.
- The collecting adult must complete the sign-out process before leaving.
- Parents and carers must tell the club as soon as possible if they expect to be late. Where no notice is received, the Uncollected Children Policy applies.

Independent departure

There is no independent departure, all children must be signed out by a parent/guardian.

Absence from a booked session

Parents and carers are expected to cancel or report an absence in advance. An unexplained absence will be checked with the family and the school. If staff cannot establish where the child is, the Missing Child procedure must be followed. Repeated failure to cancel may lead to restrictions or withdrawal of the service under the relevant booking policy.

Where the collecting adult appears unfit

If the Club Manager believes that alcohol, drugs, illness or another condition may prevent an adult from caring safely for the child, the concern will be discussed privately. Staff will explore safe travel arrangements and whether another authorised adult can collect. The Designated Safeguarding Lead (DSL) will be consulted if concerns remain. Social Care and, where necessary, the police will be contacted if the child may be at risk or the adult becomes threatening or violent. The incident and any referral must be documented promptly.

Collection or drop-off by a young person

Children will not normally be handed to anyone under 14. Where a parent asks for an older sibling or another young person to collect or bring a child, the Club Manager, in conjunction with the Head Teacher must approve a written plan in advance. Emergency changes must be confirmed by telephone with the parent. The parent must remain contactable, and any welfare concern will be referred to the DSL and, where appropriate, Social Care.

Related documents

Safeguarding Children; Missing Child; Uncollected Children; Failure to Cancel a Booking; Risk Assessment.