

Happy Times After School Club

Arrivals and Departures

Happy Times After 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, 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.

Escorting children to the Club

- 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.
- School staff will escort younger children to the club
- 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. Reception, KS1 children are escorted to the club by the class teachers. Year 3,4 and 5 are collected by Happy Times staff. Parents of Year 5 children who wish for their child to walk independently between the Breakfast Club and their classroom, and between their classroom and the After School Club, are asked to provide permission to the manager, either verbally or in writing. Year 6 children make their way to the Junior Hall, which is next door to the year 6 building.
- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and ask the school to implement its **Missing Child** policy. Happy Times will also follow its **Missing Child** Policy.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Happy times Manager will sign children out before they leave, including time of collection (this has changed since Covid-19).
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager 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 Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of ten 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.

- Children below the age of ten will not be allowed to leave the Club unaccompanied.

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 carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school, 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.

This policy was adopted by: Happy Times After School Club	Date: November 2025
To be reviewed: December 2027	Signed: Surjit Bains, Club 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]