



Kool Kids Club

Arrivals and Departures Policy

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Manager and/or Deputy to ensure that an accurate record is kept of all children in the club and that any arrival or departure to and from the premises is recorded on the register. The registers will always be kept in an accessible location on the premises and out of sight when the club is not operating.

Records of daily registers should be kept by the Club for at least three years, these will be archived every 3 months and stored in line with GDPR requirements on iCloud.

Arrivals

On arrival at the Breakfast club a child's parent/carer must sign them in on the register. Staff members will sign in all children attending After school club on the daily registers. During Holiday club parents/ carers should sign their child both in and out of the club.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to the Manager or Deputies and recorded on the register.

The adult nominated to collect a child must be one of those named on the registration form, unless in an emergency in which case a password must be provided (see below). Only adults – aged 16 years and over – will be authorised to collect children.

In cases where parents/carers want older siblings to collect their children, this will be allowed, with a written consent.

If the parent/carer needs their child to be collected by another adult the Manager or Deputies must be informed.

The club uses a password system, and this must be given by the adult collecting.

Parent/ carers create the password themselves and enter it on their child's registration form.

No adult other than those named on the registration form, or those with a password whom the Manager or Deputies have been informed are collecting, will be allowed to leave the Club with a child. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, the club must be informed. If the designated adult is late in picking up their child without prior warning and the Manager is not able to contact them, the provisions of the Uncollected Children policy will be activated.

Upon departure, parents and carers must sign their child / children out, filling in the time of departure.



Casual Bookings

Casual bookings will only be taken before 14:30 on the day childcare is required. Staff will remind parents to inform school and a confirmation email will be sent by the club immediately to both the parent and the school reception. In the event of a child going missing procedures in the Missing Child Policy will be followed.

Collection of Children from Year Groups

Staff have a daily register which shows all children booked for that day's session this includes casual bookings. Staff are situated at designated pickup points within the school where they collect the children who are booked into the After-School Club. Teachers also receive a daily list of the children who will be attending the club that day. Casual bookings made before 14:30 and any amendments to registers are emailed directly to the School Reception where they inform the relevant staff.

Absences

As part of our requirements under the statutory framework we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. We ask parents to inform Kool Kids prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to Kool Kids the same day, so Kool Kids management are able to account for a child's absence.

If a child has not arrived at club within one hour of their normal start time, the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established, we would assess if it would be appropriate to contact relevant authorities, including the police, in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.



This policy was adopted at a meeting of	Kool Kids Club	
Held in:	April 2025	
To be reviewed in:	April 2026	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager