

Arrivals and Departures

1st 4 Education 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 supplementary school, 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 supplementary school

- [\[children should meet before they are escorted to the supplementary school at the entrance of the community centre.](#)

Arrivals

Our staff will greet each child warmly on their arrival at the supplementary school and will record the child's attendance in the daily register straightaway.

Departures

- Staff will ensure that parents or carers sign children out before they leave.
- 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 supplementary school 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 supplementary school if they will be late collecting their child. If the supplementary school is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave the supplementary school alone at the end of the session if the supplementary school has discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave the supplementary school unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the supplementary school in advance.
- If a child is absent without explanation, staff will contact the parents or carers 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 supplementary school 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: [1st 4 Education]	Date: 07/11/2020
To be reviewed: [06/11/2021]	Signed: [M Eyahia]