Attendance/Collection Policy & Procedures:

Policy – It is our responsibility to ensure we record all attendance for our Extended After School Club. As it is our job to ensure safety when in our care.

The only adults that have consent to collect from our clubs are the stated Adult & Emergency Contact that is named in the sign up form. If another adult is to be collecting, we must be informed in advance of the club.

Procedures:

* All expected Attendance in noted on the register before hand with a dot, on the expected day/days.
* All attendance is ticked (for attendance) and crossed (if cancelled or not attended).
* If there is non-attendance but they were expected to. We will ensure to contact the Parent/Guardian to confirm of their non-attendance.
* Collection – Parents/Carers are asked to pick up at 30minute intervals (4:00,4:30…). A Staff member will go out to the gate to allow any parents/carers in. Otherwise, they can contact Jeff or Zak via mobile to be let in at the gate.
* Staff must walk any parents/carers in from the gate and walk them out to ensure no unauthorised peoples come onto the premises.
* If a parent has not collected within 30 minutes after he club end time and we cannot make contact, we will then contact the school DSL (Head/ Deputy Head Teacher) for assistance and one of them potentially coming on site if they are not already. Two GSB members of staff will be in attendance at all times.
* If an adult arrives to collect a child that we do not recognise or we have not been informed that a different adult will be collecting. We will not allow the child to go with the adult until we contact the child’s parent/carer named on the booking form. If they give permission, then we will allow the adult in to collect. If not, they will not be allowed to enter the premises and we will contact the schools DSL for further advice.

Lateness:

* We allow a 10-minute grace period for lateness after the club finishes before we contact the parent/carer. If we cannot get contact within 30 minutes, we will then contact the school DSL (Head/ Deputy Head Teacher) for assistance.
* A lateness fee will be charged at £15 per 30 minutes lateness from the time in which the club ended (6pm). This first charge is applied for collection between (6:10-6:30). Second charge from 6:30-7:00.

Date: 02/09/2024 Name: Jeff Dickens Signed:

