

# Hubbub Out of School Club

## Arrivals and Departures

Hubbub Out of 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 accessed via password protected tablets or phones available to staff only. In addition, we conduct regular headcounts during the session.

### Escorting children to the Club (*After School Club Only*)

- The Club has a clear plan on how children are escorted or transported to club from the schools at which they are picked up from.
- We have risk assessed the routes used to escort children to the Club and review it regularly. This includes onsite and at offsite schools.
- The Club keeps a register of children who require escorting between locations which is updated daily.
- Children will be met at their classrooms, the office or at a chosen meeting point in the playground (depending on the school's dismissal routines) by members of staff from the Club. – we are identifiable by our orange t-shirts/ fluorescent jackets. Offsite children are also required to wear these vests between being picked up and reaching the club premises if parking is off of the school site.
- 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.

### 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

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- 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 need to be collected by someone over the age of 16.

### 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: <b>Hubbub Out of School Club</b>	Date: January 2024
To be reviewed: <i>Jan 25</i>	Signed: <i>Liz Hawkins</i>