

Putney Wraparound Childcare

Arrivals and Departures

Putney Wraparound 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 our partner schools have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the routes used to escort children to the Club and review it regularly.
- Parents inform their child's school and the Club also keep a register of who require escorting between locations which is updated daily.
- At least 2 members of staff will escort the children to and from school to the Club.
- 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, our 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.
- Parents or carers dropping off at breakfast club will record their child's attendance using a sign in sheet, recording the time of arrival.
- Staff will also record the child's attendance in the daily register.

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.

Absences

- If a child is going to be absent from a session for whatever reason, parents must notify the Club in advance as soon as possible. Parents will be made aware that the session may still be charged for.

This policy was reviewed	Date for review
25-07-2025	25-07-2026