

## **Arrivals and Departures**

The Ark will ensure that all children receive a warm, friendly welcome upon arrival and staff will ensure that they depart safely at the end of every session.

### **Arrivals**

- An accurate record/registration form will be kept of all children who attend the setting. A register will be kept and times of arrival and departure of children to the premises will be recorded supplemented by regular head counts throughout the day. The register will always be kept on the premises other than trips or outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.
- For those children who attend before and after school care, they will be escorted to and from school following the school club journey to/from school.

### **Departures**

- Parents may collect children at any time during the session.
- A member of staff will be waiting in the doorway of the room where the children are, parents/carers are asked to wait with this adult who will release their child to them and not to enter the room where the children are gathered.
- Children will only be released to their parent/carer or the person named on the registration form unless the setting has been informed of changes beforehand and a password given. This would have been recorded in the room diary.
- The Ark reserves the right to refuse the release of a child from our care if there is any doubt of the authenticity of the person calling.
- We have a duty of care not to release a child if we think that the parent/carer is under the influence of alcohol or any substance, legal or otherwise. Unless alternative arrangements, for the collection of the child can be made, then we will contact Lincolnshire Safeguarding Children's Board.
- Children must be signed out by a member of staff marking the register.
- If a child arrives late or leaves earlier than the end of session, the accurate times will be recorded by a member of staff on the register.
- Persistent late collection of children will result in a late collection charge of £5 for each 15-minute period the parent/carer is late, unless prior arrangement has been made with the manager/supervisor – this will be added to the following period's invoice. For the purposes of this policy, the definition of persistent is continuing to collect late after multiple verbal warnings.

### **Non Collection of Children**

The Ark will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.

The Ark at Waddington, Village Hall, Mere Road, Waddington, Lincoln. LN5 9NX.

Telephone 07891807113 Email [arkwaddington@googlemail.com](mailto:arkwaddington@googlemail.com)

Website [www.thearkatwaddington.co.uk](http://www.thearkatwaddington.co.uk) OFSTED registration no. EY2660835

- Two staff members will always remain on the premises.
- Attempts will be made to contact the parents/carers.
- If the parents/carers cannot be contacted, attempts will be made to contact those persons named as Emergency Contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

**Lincolnshire Safeguarding Children's Board, Customer Service Counter:**

**Office hours: 01522 782111**

**Emergency Duty Team: 01522 782333**



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## **Procedure for Accompanying Children to School**

### **(For children attending The Ark at Waddington Before and After School club)**

Children will be accompanied to school, following this procedure.

- Staff accompanying or collecting children will wear high visibility jackets/vests.
- Children will wear high visibility jackets/ vests.
- The ratio for escorting will be 1 staff member to 12 children (over the age of 3), with a minimum of 2 staff members each time.
- 1 member of staff will lead the children and 1 will follow. If there are more than 2 members of staff, they will be placed in the column.
- Key stage 1 children will be delivered to their respective class teacher.
- Key stage 2 children will be delivered to the school playground.
- Any absences will be reported to the school office.
- A risk assessment of this procedure will be undertaken.
- The Outings bag will be taken to school, this contains first aid box and mobile phone, in case of emergency.



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