

3a. Arrivals and Departures Policy

Our Group will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the Group Leader to ensure that an accurate record is kept of all children in the Group, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

It is a requirement of the EYFS (Early Years Foundation Stage) that records of daily registers be kept for at least three years from the last entry. (Providers are required to show these documents during the next Ofsted inspection.)

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the session by a member of staff, they must complete the necessary paperwork. Further details of this procedure are contained in the Group's Health, Illness and Emergency policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session – this is to be recorded in the handover book by the door. On days of different routine -parties or visitors, children will be kept in the cloakroom with a member of staff on that door and the main door to ensure the children go directly to the person collecting them. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

No child will be allowed to leave the Group unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave the Group with a child. In the event that someone else should arrive without prior knowledge, the Group will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child **without prior warning** the late collection policy will be invoked.

Escorting Children between School and the After School Club

Where children are escorted between school premises and the club, the following procedures will be carried out:

The Leader will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

A contact within the school will be identified, with whom the Leader will liaise.

Holy Apostles' Pavilion Group

A clear agreement will be reached between the club and the school about when responsibility for children's safety is officially transferred.

The Leader will ensure that both the school and the club keep an identical register of all children who require escorting between locations and update it daily.

A regular meeting place for children will be established within both the school and the club. All children will be escorted directly from the school hall to the club's premises.

There will always be two staff members accompanying any such group including a member of staff at the front and one at the rear.

Staff will ensure that children are given instructions on road safety where relevant.

If a child is absent from the club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

Gates will be opened 15 minutes before the start of each session and locked 15 minutes afterwards. If access is required outside of these times, the intercom on the gate should be used or call the pre-school / afterschool club numbers.

Last reviewed: August 2026
