

# Camp Horizons

## Arrivals and Departures

Camp Horizons 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 Camp, using our electronic registration system, 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.

### Arrivals

Our staff will greet each child warmly on their arrival at the camp and will record the child's attendance in the daily register straightaway, including the time of arrival; this is done electronically and so timings are recorded automatically.

### 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 camp in advance and provide a description of the person and a password that they will use; this must be in writing through text message to the camp phone and via email. 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 camp if they will be late collecting their child. If the camp is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of ten will only be allowed to leave the camp alone at the end of the session if the camp has discussed this with the child's parents and has received their written consent.

### Absences

- There will be no refunds for absences.

This policy was adopted by: Camp Horizons	Date: 11/04/2022
To be reviewed: 11/04/2023	Signed: H. Dewell