

## Arrivals and Departure Policy

Summer Adventure Camp Ltd (SAC) will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

On arrival, a member of staff will immediately record the child's attendance on the **BOOKING SYSTEM\***, including the time of arrival. SAC will be prepared in readiness for the children's arrival and all daily health and safety checks completed.

For departures parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.

If the child is to be collected by someone other than those named on the registration form, this must be indicated to a member of staff prior to the start of the session and recorded by SAC. Ideally the adult nominated to collect a child must be one of those names on the **BOOKING SYSTEM\***.

Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. In the event that someone else should arrive to collect a child without prior knowledge being given to SAC, SAC will telephone the parent/carer immediately.

If the parent/carer or designated adult is going to be late in picking up their child they must call to inform SAC at the earliest opportunity. If SAC is not informed, then the Uncollected Child Procedure will be activated.

### **BOOKING SYSTEM\***

SAC uses EEQU for its paid for bookings and those in B&HCC

SAC uses the WSCC designated booking system for those in WSCC