

Arrivals and Departures Policy (Holiday Club Specific)



Eaton Vale Scout and Guide Activity Centre recognises the importance of having robust systems in place to ensure the safe arrival and departure young people in our care.

The Senior Management team will ensure that an accurate record is kept of all young people onsite attending the provision, and that any arrivals or departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the centre. Families are required to sign in their young person.

Departures

Staff will ensure that families sign children out before they leave.

Young people are collected by an adult who has been authorised to do so on their sign-up form on Cinolla or from communication that morning

If families require another person who is not listed on the sign-up form to collect their young person the centre must be informed in advance. If the manager has any concerns regarding the person collecting, he/she will contact the main contact for confirmation.

Families must notify the centre if they will be late collecting their child. If the centre is not informed, the **Uncollected Children** policy will be followed.

Absences

If a young person is going to be absent from a booked session, families should notify the centre in advance. The centre will try and make contact with any young persons family who does not arrive for the club to establish if they are attending that day.

We will not provide refunds for unattended days.

Policy Approved: May 2022

Policy Approved by: Centre Manager

Policy Review: May 2025 (3 years)