

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 of the children in our care.

The manager will ensure that an accurate record is kept of all children in the centre, 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 centre. Parents are required to sign in their child/children. Staff will also record the child's attendance in the daily register. The daily register will be kept with the club leader throughout the day.

DEPARTURES

- Staff will ensure that parents or carers sign children out before they leave.
- Children are collected by an adult who has been authorised to do so on their sign up form on Cinolla.
- In exceptional circumstances, if the parent requires another person who is not listed on the sign up form to collect their child, the child's parents or carers must inform the centre in advance. 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 centre if they will be late collecting their child. If the centre is not informed, the **Uncollected Children** policy will be followed.
- No children will be allowed to leave the centre unaccompanied.

ABSENCES

- If a child is going to be absent from a booked session, parents should notify the centre in advance.

Policy Approved: May 2019

Policy Approved by: Centre Manager

Policy Review: May 2022 (3 years)