

Arrival and Departures Policy and Procedure



Aims

To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

Procedure

Arrival of Children (core hours)

- We will meet children and parents on the meadow in Stoke Park Estate nearby to our Woodland sites. This is accessible from a number of entrances to the estate including along the cycle track starting at Lockleaze Youth and Playspace.
- On arrival, practitioners will welcome children in the designated area in the meadow and ensure children stay with their group. A practitioner in each group will record the child's attendance on the daily register with a tick if they arrive on time.
- Children must arrive correctly dressed for the weather and ready to walk to the woodland.
- Children must have eaten breakfast and be well hydrated.
- We will start to walk to the woodland by 9.35am. If families are running late we ask them to walk their child into the woodland. Upon arrival their attendance will be recorded in the register with the time of arrival specified.

Departure of Children (core hours)

- Whenever possible, core hours children will be collected from Stoke Park estate, on the meadow adjacent to the Lockleaze Youth and Playspace. In adverse weather, children are collected from the side gate entrance Little Foxes Head Quarters at Lockleaze Youth and Playspace.
- The departure of the children will be recorded on the register with a tick if they depart on time.
- Parents must give the written information about names and contact details of all people authorised to collect their child on their Registration Form.
- Only persons named on the Registration Form will be able to take the child, unless prior arrangements, in exceptional

circumstances, have been made known to the child's key worker. In the event that someone else should arrive without prior knowledge, a practitioner will contact the parent/carer immediately.

- Children will not be allowed to leave the setting unaccompanied.
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.
- If practitioners do not recognise the person collecting the child, they will check the password provided on the registration form. They will ask who they are and in the absence of the password ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.
- The person collecting the child must approach a practitioner, so they know the child has been collected

Arrival of Children (wraparound care)

- Children will be dropped off at Little Foxes HQ at Lockleaze Youth & Playspace (Romney Avenue). They should enter via the side gate unless advised otherwise, and come to the main door of Little Foxes HQ.
- On arrival, a practitioner will welcome children at the door and record the child's attendance with the time on the daily breakfast club register within each of the three group folders. They will also mark their attendance within the child's group core hours register only, with 'BC'.
- Children must arrive correctly dressed in their base layers for the weather.
- We will start to walk to the woodland by 9.10am. If families are running later than 9.10am we ask them to take their child to the meadow meeting point.
- Numbers of children in attendance at breakfast club are noted in each group's register and communicated to the team at 9am. Children are checked against the register on departure.

Departure of Children (wraparound)

- Just before collection of core hours children, staff for each group will register those staying for tea club and take them to

Lockleaze Youth and Playspace to play at LFHQ or in the outdoors area. Tea club register is checked again when all children come inside to LFHQ for tea.

- Children will be collected from LFHQ at Lockleaze Youth & Playspace, Romney Avenue. They enter via the side gate and ring on the doorbell of the main door at LFHQ to collect.
- The departure of the children will be recorded on each register with the time of departure.

Late Collection

- If the person collecting the child has informed the setting that they will be late, the child will be looked after and the Late Pick-Up Charge will be applied, see Fees Policy. The child will be looked after by at least 2 members of staff.
- If the person collecting the child is late and has not informed the setting, the Uncollected Child Procedure will be followed. The Late Pick-Up Charge will be applied, see Fees Policy.
- When collected the departure time will be recorded on the register
- If a parent/carer is persistently late in collecting their child, services may be withdrawn.

Staff

Details of staff working will be recorded on the register and their arrival and departure times are recorded in the staff signing in and out sheet.

Visitors

Visitors will be asked for proof of their identity and will sign into our visitor book recording full details. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

Record-Keeping

On returning to LFHQ each day the register will be put in the lockable cupboard in the office. Records of daily registers will be kept by the setting for at least three years.

Information

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so.

Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Senior Worker and the designated Child Protection Officer, according to the provisions of the Child Protection Policy. In such circumstances, the Senior Worker and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs or alcohol.

Where an illegal act is suspected to have taken place, the police will be contacted.