

Smartkidz Play and Learn recognise the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The playleader will ensure that an accurate record is kept of all the children in club via our Magic bookings software and any arrivals and departures are recorded on this software. The register is available on both the club phone and the club iPad and is accessible throughout each session.

Escorting children to the club

- The club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- Our Magic Booking Software automatically sends an automated register to the school office each day.
- We have a clear risk assessment for the escorting of the children and the route that the children take.
- Children from KS1 are collected and escorted to our club by 1 member of staff OR there is a clear agreement that a school staff member will escort the children in KS1 to our club.
- If a child is booked into club but does not arrive to club we will follow our **Missing child policy**.

On Arrivals

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

If children do not arrive at breakfast club they will be marked as absent on the register. If your child is walking to breakfast club on their own, it is the responsibility of the parent/carer to make us aware of this. If the child does not turn up to Breakfast club that we know is walking to school on their own, we will call the parent/carer to make sure if they have left or are not attending. If the child should have arrived at breakfast club, we will follow our **missing child procedure**.

Departures

Breakfast club

- EYFS and SKS1 children will be escorted to their classrooms at 8:50
- Key stage 2 children will make their way to their own classrooms at 8:50, unless staffs feel that this may endanger the child.
Mayfield only- Children are escorted to the playground at 8:30am which is supervised by school staff.
- Children will be signed out on the register by the playleader on our Magic bookings software.

After school and holiday club

- Parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.
- No adult other than those authorised to do so on the registration form will be allowed to leave the club with a child without prior warning. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately to agree.
- If someone else is collecting your child who is not on the registration form the Manager or playleader of the setting must be contacted of who is collecting the child. A password is required for the nominated person to give to the Manager or playleader of the setting. This is the password that was added to you Magic Bookings account.
- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session.
- Only people, aged 16 years and over – and with suitable identification, will be authorised to collect children unless prior permission has been given.

- Only Children over the age of 8 are allowed to walk home from club alone a written confirmation must be sent by the parent/carer giving permission for this. Children under 8 will not be allowed to leave the club unaccompanied.

Absences

Relevant Policies- Missing Child Procedure

- If a child is going to be absent from a session, parents must contact the club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff have concerns about the child's whereabouts after attempts to contact the parents and the school, we follow the **uncollected child policy**
- Regular absences from the Club could be an early sign that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Club and its staff will always try to discover the causes of prolonged and unexplained absences.

This policy was adopted by: Smartkidz Play and Learn	Date: 22/01/2024
To be reviewed: 22/01/2025	Signed: 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.73] Information and Record Keeping [3.78], Information for Parents and Carers [3.83]