

## **4Wards Multi-Activity**

### **Arrivals and Departures Policy**

4Wards Multi-Activity recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The lead coach will ensure that an accurate record is kept of all children in 4Wards Multi-Activity, and that any arrivals or departures during the day 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.

#### **Escorting children to 4Wards Multi-Activity**

4Wards Multi-Activity informs parents of the pick-up and drop-off points prior to every club.

#### **Arrivals**

- Our staff will greet each child warmly on their arrival at 4Wards Multi-Activity and will record the child's attendance in the daily register straightaway. They will then escort the children to the holding hall where they are supervised at all times.

#### **Departures**

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their booking form
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform 4Wards Multi-Activity in advance and provide a description of the person and a password that they will use. If the lead coach has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify 4Wards Multi-Activity if they will be late collecting their child. If 4Wards Multi-Activity is not informed, the **Uncollected Children** policy will be followed.
- Children in Year 6 will only be allowed to leave 4Wards Multi-Activity alone at the end of the session if 4Wards Multi-Activity has discussed this with the child's parents and has received their consent.
- Children below Year 6 will not be allowed to leave 4Wards Multi-Activity unaccompanied.



# 4WARDS

MULTI-ACTIVITY

## Absence

- If a child is going to be absent from a session, parents must notify 4Wards Multi-Activity in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check if everything ok.

This policy was adopted by: 4Wards Multi-Activity	Date: 11/10/22
Reviewed: 10/10/23	Signed: 
Reviewed: 10/10/24	Signed: 
To be reviewed: 10/10/25	Signed: 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Premises [3.63]; and Information and records [3.77]