



Arrivals and departures procedure

Detailed Staff Copy

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.
- A team member will be assigned to the register in the morning.
- On arrival at the meadow the register is checked to ensure that all breakfast club children are present and with the correct group.
- The register person marks in the children as they arrive.
- The register person completes a head count and check that it tallies with the register number.
- The person 'on rules' counts the children with the children and shares the total number over walkie talkies.

Departure of Children (core hours)

- Tea club children are split off from the group - the person taking them radios saying how many children they are taking and how many are left. E.g. "Kim is taking 6 children to tea club, 15 children left."
- A team member with the remaining children counts them and changes the total on the board/sheet.



- At home time one person is assigned the register. This person stands in front of the children as if standing on a gate.
- Mini Foxes may be handed over separately by their key worker.
- A different team member gives a brief talk on the group's day then starts to give feedback to any parents who need/want it.
- A final team member stays with the children, singing songs and prompting children who have not heard their name.
- Any other team members support the children or give feedback as necessary.
- Once all children have left, the register is double checked.
- Any children remaining after 2:35 will be taken back to HQ.
- Once all core hours children have been collected the register setting is changed to tea club and a visual or verbal register is taken of the tea club children.