

7: Arrivals and Departures

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

Admissions

It is the responsibility of the manager to ensure that an accurate record is kept of all children in Kidz Enterprise, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

Records of daily registers should be kept for at least three years from the last entry. (Providers may be required to show these documents during the next Ofsted inspection.)

Arrivals

On arrival, a member of staff will immediately ensure that the child's attendance has been recorded on the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Medication Permission Form. Further details of this procedure are contained in Kidz Enterprise's Health, Illness and Emergency policy.

Departures

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. The adult nominated to collect a child must be one of those named on the Registration Form. Only adults - aged 16 years and over - and with suitable identification, will be authorised to collect children. In exceptional circumstances relations under 16 may be considered at the discretion of the Manager/Supervisor.

Permission and arrangements for children leaving Kidz Enterprise alone at the end of a session will be a matter for discussion between the manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving Kidz Enterprise alone must be submitted to Kidz Enterprise before such arrangements are able to commence.

No child under 11 who must be attending secondary school will be allowed to leave Kidz Enterprise unaccompanied.

No adult other than those named on the Registration Form will be allowed to leave Kidz Enterprise with a child. In the event that someone else should arrive without prior knowledge, Kidz Enterprise will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Late Collection of Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must indicate this to Kidz Enterprise in advance.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from Kidz Enterprise could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. Kidz Enterprise and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and Kidz Enterprise

Where children are escorted between school premises and Kidz Enterprise, the following procedures will be carried out:

The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

A contact within the school will be identified, with whom the manager will liaise.

A clear agreement will be reached between Kidz Enterprise and the school about when responsibility for children's safety is officially transferred.

The manager will ensure that an identical register of all children who require escorting between locations is kept by both the school and Kidz Enterprise and updated daily.

A regular meeting place for children will be established within both the school and Kidz Enterprise. If the meeting place is complex, children under eight should be escorted directly from and to classrooms and Kidz Enterprise's premises.

Away from school grounds there will always be two staff members accompanying any such group including a member of staff at the front and one at the rear.

Staff will ensure that children are given instructions on road safety.

If a child is absent from Kidz Enterprise without prior warning, staff will check to see if they attended school that day - they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

2 way communication radio's will be used during all collections from school.

Transport

Where possible, Kidz Enterprise will use a minibus or coach when escorting children longer distances. When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- In addition to the driver, there will always be at least one adult supervising at all times. This adult will be seated in the back of the vehicle and nearest to the door. All adults, who are involved in the transportation of children will have appropriate and up to date enhanced Disclosure and Barring Service (DBS) checks.

- The driver will have a valid D1 category, suitable for driving a minibus.

• All vehicles are suitably insured, MOT, taxed, carries a first aid kit and fire extinguisher. All children must wear seat belts and if under 135cm use a booster seat or if travelling within the mini-bus ensure that the seat-belt safety clip is appropriately positioned to ensure the child is safe.

Updated By: **Derek Beesley (Director of Childcare)** Date: **6th March 2016**

Signature: *D. Beesley*

