

# Chertsey Maths Club

## Arrivals and Departures

Chertsey Maths Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures 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.

### Arrivals

If a child is booked into the Club but does not arrive, we will contact the parent within first 15 minutes of booked session. If the whereabouts of the child is not known, staff will immediately implement the school's **Missing Child** policy.

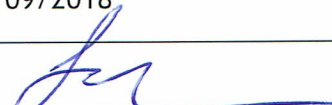
Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

### Departures

- Staff will ensure that parents or carers sign children out before they leave, including recording the time of departure.
- Children are collected by an adult who has been authorised to do so on their registration 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 the Club in advance and provide a description of the person and a password that they will use. This is recorded on the **Collection by unknown person** form. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eleven will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.
- Children below the age of eleven will not be allowed to leave the Club unaccompanied.

### Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents the manager will contact the police.

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| This policy was adopted by: Chertsey Maths Club | Date: 01/09/2018  |
| To be reviewed: 01/09/2020                      | Signed:  |