

# Turning Tides Education Holiday Club

## Arrivals and Departures

Turning Tides Education Holiday 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

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 children are dismissed to a designated adult at the end of the session.
- 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. 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 ten 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 ten will not be allowed to leave the Club unaccompanied.

### Absences

- If a child is going to be absent from a session, parents should notify the Club in advance.

This policy was adopted by: Turning Tides Education	Date: 17/5/23
To be reviewed: May 24	Signed: K. Yates