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Growing in faith: loving and learning together with Jesus

Headteacher: Mrs A. Dowling, BA Ed (Hons) NPQH

St. Mary's Catholic Primary School St. Vincent's Catholic Primary School

Arrivals and Collections from Breakfast and After School Club

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The Glory of God is a Human Being Fully Alive!





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Our club 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 school office and club Manager to ensure that an accurate record is kept of all children in the club, 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. This process will be supplemented by regular head counts during the duration of the club.

Records of daily registers should be kept by the club for at least one year. In line with the school's retention procedures.

Arrivals

The club is available from 8.00am, on arrival; the child will be signed in on the attendance register. Children will be escorted to their classroom.

Children for after school club will be collected by a member of staff from their classrooms. If children are booked in for the 2nd hour after attendance at a club, the child will be brought to after school club by the member of staff in charge of the club. They will be registered by the manager upon arrival.

Collections

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 before the start of the session.

No adult other than those named on the registration form will be allowed to leave the club with a child. In the event that someone else should arrive without prior knowledge, the club 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.

Upon departure, the manager will sign the attendance register to show the child has left the premises. The time of departure will also be recorded.





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Uncollected / Late collection

If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Manager will be informed.

The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.

While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.

If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of **30 minutes** has elapsed, the Manager will call the local social care department for advice.

In the event of the social care being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the club's premises; this note will ask the parents/carer to contact a (DSL) Designated Safeguarding Lead to be informed of the situation with their child. The note will reassure them of their child's safety.

The DSL in conjunction with advice from relevant staff will consider, bearing in mind the totality of the information held on a child, whether the lateness of the pick-up is an indicator of other safeguarding concerns or just a late pick up. If they feel it is necessary to do so a referral to social care will be made.

Under no circumstances will a child be taken to the home of a member of staff, or away from the club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.



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The child will remain in the care of the club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social care.

Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents/Carers will be informed that persistent late collection within a term will result in the following sanctions:

- *1st occasion: over 5 minutes late* *warning*
- *2nd occasion: over 5 minutes late* *£4.50 fine*
- *3rd occasion: over 5 minutes late* *£9.00 fine and meeting with Head Teacher*
- *4th occasion: over 5 minutes late* *loss of child's place at club for the remainder of the term.*

Please note we understand extenuating circumstances causing lateness may mean that sanctions are not followed.

**Telephone number for Emergency Duty Team: (Children's care: Access and Referral Team)
0300 300 8585**

Absences

If a child is going to be absent from a session, parent/carers must indicate this to the club in advance.

If a child is absent without explanation for more than three days concurrently, staff will inform a DSL / member of SLT.

Regular absences from the club 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. The club and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting of children between the school, breakfast and afterschool club or vice versa

The parent / carer of the child will be required to sign an agreement which will have the following guidelines:

Permission is given on the understanding that care of the child will be transferred to the club once the child has entered the school building and not before. It is the responsibility of the parents / carers to ensure the safe arrival of the child at the club.



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The parent / carer provides the name of an adult (16 years or older) who will collect the child at the end of afterschool club.

The Parent/Carer understands that if using the breakfast and afterschool club the child, once leaving the school premises, is no longer the responsibility of the club.

General notes

The school office and club manager will ensure that an accurate register of all children who require escorting between locations is kept up to date.

Members of school staff will collect children from their class at the end of the school day and escort them to afterschool club.

If a child is absent from the club 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.



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