



Confi-Kids

Arrivals and Departures

Confi-kids 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, **this is now done via our booking system online on one of the club tablets** and that any arrivals or departures are recorded in the **online** 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 parents or carers sign children out before they leave, including the time of collection. **This is now done via the online booking system to ensure a touch/contact free transition.**
- 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 should be filled in by Confi-kids staff on the 'Collection by an unknown person' form in the daily forms folder.** 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 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 booked session, parents should 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.

This policy was adopted by: Confi-kids UK Ltd	Date: 08/04/19 26/03/21
To be reviewed: 08/04/20 26/03/22	Signed: C. Coulter

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*