

Policy for Arrivals and Departures: Breakfast Club and After School Club (Home from Home)



Sessions for Breakfast Club and After School Club are booked via the school office and relayed to staff in advance of each session. The booking register will act as a daily record of attendance. It is the responsibility of Breakfast Club and Home from Home staff to ensure that an accurate record is kept of all children in attendance, and that any arrival or departure to and from the premises is recorded.

Arrivals

- **Breakfast Club** is available from 7:45am with breakfast being served until 8:40am. Children can arrive at any point for breakfast within these times. Children must be accompanied into the school foyer prior to Breakfast Club by a parent or carer, where they will be greeted by a member of staff from Breakfast Club. Children are signed into the club by staff, where they will remain until staff then escort them to class at 8:50am in time for registration. Parents and carers must not leave children unaccompanied in the car park, school entrance or school foyer.
- **After School Club (Home from Home)** is available from 3:15pm. Children attending the club will be collected from the classroom and registered at the beginning of each session by staff leading the club. If a child attends an after school activity club until 4:30pm, they will be escorted to Home from Home by the staff leading the activity club. Pupils attending Home from Home shall remain in the care of staff within the club until they are collected by parents or carers.

Departures

- All children will be escorted to class at the end of Breakfast Club at 8:50am, in time for registration.
- All children will be collected from the After School Club by their parent, carer or another adult nominated by their parent or carer. Staff leading Home from Home will make a note on the daily register when children are collected by a parent or Carers.
- Should a parent or carer make arrangements for an adult other than themselves to collect their child, members of staff in After School Club must have prior knowledge of this.
- Ideally, they should be introduced to staff prior to collection. If a parent or carer is late to collect a child, efforts must be made to inform school, and pupils will be kept in school until the adult has arrived.
- If a parent or carer is late in collecting their child without prior warning, efforts will be made to contact the parent or carer. Should contact not be possible, staff will telephone emergency contacts, as advised by parents and carers on contact forms.
- Should no contact be made with an appropriate adult, and if a child has not been collected by 6:00pm then staff will take relevant steps to inform Children's Services of their concerns. If necessary, referrals will be made to Children's Services or the Police.