



Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

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Dunkirk Fun Club: Wraparound Childcare Policies

7: Arrivals and Departures

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.

It is the responsibility of the manager, or their deputy, 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. Staff will ensure a photocopy of the register is taken before any off site visits. This process will be supplemented by regular head counts during key times of the day e.g. upon arrival of the children, snack time and during activities.

It is a requirement of the EYFS that records of daily registers be kept for at least three years from the last entry. (Providers are required to show these documents during the next Ofsted inspection.)

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign Dunkirk Primary School's 'Administering Medication Form' (https://dunkirkprimary.formstack.com/forms/parent_carer_request_for_dispensing_of_medicine_to_child). Further details of this procedure are contained in the club's Health, Illness and Emergency policy.

Departures

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. The adult nominated to collect a child must be one of those named on the admissions form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. If the adult collecting the child is unknown to staff, a phone call will be made to the parent to gain consent before the child is allowed to leave the premises, or if the parent already gave permission before the session, but the adult is not on the admissions form, the parent must provide a password, and the person collecting must state that password, which is in line with Dunkirk Primary School's collection policy.

Permission and arrangements for children leaving the club alone at the end of a session will be a matter for discussion between the manager and parents/carers, based on an understanding of a child's age, maturity and previous experience, and with the 'walking home permissions form'

REGISTERED CHARITY NUMBER:
1200188



OFSTED REGISTERED

Supported by the Early Years Team
at Nottingham City Council

(https://dunkirkprimary.formstack.com/forms/permission_for_pupils_to_walk_to_and_from_school_unaccompanied_in_year_5_6) completed; this is in line with Dunkirk Primary School's walking home permissions policy. Only children in Year 5 and 6 will be allowed to leave on their own with the above permissions in place.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this before the end of the session. If the designated adult is late in picking up their child without prior warning, the provisions of the 'Uncollected Children' policy will be activated.

When a parent/carer arrives to collect a child, they will be greeted by a member of staff (this will be the child's key person where possible), and any relevant information regarding the child will be passed on to them. This includes information from the club, as well as any information passed on from the teacher. Upon departure, the staff member will record the time the child leaves on the register. The time of departure will also be recorded. If the child is taking part in an activity that is not within the main Club area, eg football in the playground, the parent will be asked to remain outside the gate whilst a member of staff collects the child from the activity. Parents will not be allowed to roam around the premises.

Absences

If a child is going to be absent from a session, parents must indicate this to the club in advance where possible. See 'admissions fees' for how parents are charged for missed sessions.

Escorting Children between School and the Club

Where children are escorted between school premises and the club, the following procedures will be carried out:

Dunkirk Primary School operates over two campuses, Highfields and Abbey. The Club is situated at Highfields.

Highfields Campus:

A member of Club staff will have a copy of the week's register with the children marked who will be present that day. The register can also be accessed via Microsoft Teams and will be sent out to Club and relevant school staff the week before. At 3:15 pm, the member of Club staff will wait at the school waiting point (the playground reading chair) and the teachers will send the relevant children to the Club staff. The member of Club staff will then record their presence on the register.

If a child is absent from the club without prior warning, staff will check with the class teacher or school office 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 contact the parents/carers. If the parent/carer believes the child to be at school and attending the Club, the 'Missing Children' procedure will be initiated.

Abbey Campus:

Club Children are collected from Abbey campus and transported to Highfields by minibus. (see Transport below and 'transport' policy). Club staff with support from nominated TAs from Abbey campus will collect the children from their classrooms using the minibus register available from the school office (and on Microsoft Teams), and supervise them in a dedicated space (the school hall). The minibus driver parks outside the main gate. The driver and escort 1 collect the children for bus 1 and ensure that they are all secured in their seats. The minibus returns to Highfields, and the escort takes the children into the Club. The minibus returns to Abbey Campus and collects the children for bus 2 with escort 2 if necessary. As above, if any child on the day's register cannot be

located at Abbey campus, enquiries will be made of the teaching and office staff as to the child's whereabouts.

The manager will ensure that a risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy. As Dunkirk Primary School has hired the minibuss company, the Manager will also ensure that the Club holds the minibuss company's credentials

Children are given instructions on road safety at every opportunity, especially when being escorted across Highfield's carpark, and from the minibuss into club.

Transport

Where possible, the club will use a minibuss when escorting children longer distances. When escorting children by minibuss or other private vehicle, staff will ensure that the following rules are always adhered to:

- A register will be kept by the Club member of staff on the bus indicating which children are present on the bus
- In addition to the driver, there will always be at least one adult supervising at all times. All adults, who are involved in the transportation of children will have appropriate and up to date enhanced CRB/DBS checks.
- Children should not sit at the front of a minibuss unless prior permission by parents/carers, and of appropriate age, height and maturity.
- All vehicles are suitably insured and all children are wearing seat belts.

See Transport policy for further information.

***Date of review/update and sent to the Board of Trustees for ratification: 18.10.22
Signed by Jamie Curtis, Manager***

***Date of ratification: 28 October 2022
Signed by Dunkirk Fun Club Trustees***

Next review date: October 2023