

7: Arrivals and Departures

****COVID addendums**

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.

****registers will be electronic as soon as the system can be set up. Upon collection of the children from the school, the staff member will use the IPAD to register the children, and a print out will be taken on offsite visits.**

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, including the time of arrival.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. 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 at the start of the session. The adult nominated to collect a child must be one of those named on the Registration 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.

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.

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

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provisions of the Uncollected Children policy and late collection policy will be activated.

When a parent/carer arrives to collect a child, they will be greeted by a member of staff, and any relevant information regarding the child will be passed on to them. Upon departure, the register will be signed by the collecting adult to show that the child has left the premises. 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 in the Club area whilst a member of staff collects the child from the activity. Parents will not be allowed to roam around the premises.

****upon arrival for collection, the parent/carer must ring the fun club mobile phone and say who they are there to collect. The relevant staff member will take the child to the exit. The staff member will sign the child out on the electronic register. Parents will not touch the register. The parent will remain outside at all times. If a parent can't use a phone, then they can use the gate buzzer but will be advised to sanitize before and after touching it.**

Absences

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

****As parents are having to pay for 5 sessions regardless if they intend to use all 5 days, parents must inform staff of the days they will not be using the club**

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.

The TA from Banyan class (yr 6) will be given a copy of the day's register by the Manager or their Deputy. The register can also be accessed via the classroom computer. At 3:25 pm the TA will then travel through the school building, collecting children due to be in Fun Club that evening. They will be delivered to Fun Club where a member of Club Staff will greet the children and record their presence in the Register with the Time In. A member of club staff will collect children from Foundation classes. If a child is attending another after school activity (eg, Aikido, magical maths) and returning to Fun Club when that session has finished, this will be noted in the Register. Club Staff will ensure the safe and prompt return of these children to the Club. 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

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parent/carer believes the child to be at school and attending the Club, the Missing Children procedure will be initiated.

**** Children escorted by their TAs to the hall will be collected by 2 FC playworkers to accompany them to the club. In Highfield Campus, after having been digitally signed in, children will leave through the OAK class exit, cross the playground, take the school exit and follow the left pavement leading to the Club.**

Abbey Campus

Club Children are collected from Abbey campus and transported to Highfields by minibus. (see Transport below). Nominated TAs from Abbey campus will collect the children from their classrooms using the Register available from the school office, and supervise them in a dedicated space. The minibus driver parks in the school car park at 3:10. The driver and escort collect the children and ensure that they are all secured in their seats with boosters used as required. The minibus returns to Highfields, and the driver and escort take the children into the Club, where they are greeted and timed in by Club Staff. A further collection of children from Abbey campus may be necessary, depending on numbers. 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.

****In Abbey Campus, after having been digitally signed in, children will leave through the main reception entrance, turn left behind the Hall building to reach the car park where the school bus will be waiting for their transfer to the Club.**

Clear path direction is displayed on the FC gate for both groups.

The manager will ensure that a risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

****and COVID RA**

The manager will ensure that an identical register of all children who require escorting between campuses is kept by both the campuses and the club, and updated when necessary. A live register on the computer system is accessible at both campuses.

****all electronic**

Children are given instructions on road safety at every opportunity, in particular when being collected from Foundation and arriving from Abbey.

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Transport

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

- In addition to the driver, there will always be at least one adult supervising at all times. This adult will be seated in the back of the vehicle and nearest to the door. 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 minibus.
- The driver will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles are suitably insured and all children are wearing seat belts.
- Booster seats are provided for children who are legally required to use them.

If, on occasion, a taxi is required, DG Cars is the preferred hire firm.

See Transport policy for further information.

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- Face masks/coverings must be worn by everyone over 11 years of age on public transport, this includes Minibuses.
- Any child under 11 years of age does not need to wear a face mask, although it would be preferred if they did.
- All buses will be sanitised before and after each booking, to include door handles etc.
- Hand sanitiser and PPE is available in all our vehicles for customers use.
- AJ Minibuses have installed plastic screens in some of our vehicles (where required by law) to protect our customers and drivers during your travel.
- Our drivers all wear masks/face coverings, if required they can also wear plastic gloves.
- We ask that all our customers please wash their hands before and after using the minibus and/or or use hand sanitiser for general protection.
- Where possible please observe social distancing wherever possible.

COVID RA from the bus company to follow

Date of review/update:

COVID addendums: 30.08.20

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Next review date: November 2020