



R.B Kids Club

Arrivals, Departures and Missing Children's Policy

R.B Kids Club recognises the importance of having robust systems in place to ensure the safe arrival (into the club) and departure of the children in our care.

The Coordinator or (in his absence) the Assistant Coordinator will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular checks on children are carried out during the session.

Escorting children to and from class into R.B Kids Club

- When departing Early Bird Club, all children will be escorted to their classes by two members of kid's club staff.
- The route used to escort children to and from the club will not see children leave the building and reviews of how the children move through school will be reviewed.
- The Coordinator or Assistant Coordinator makes sure that each class teacher has a copy of the up to date daily register and the procedure to follow on the back if they have a child uncollected. The register will also have which class each child is allocated to.
- Children will wait in their classrooms until the two designated members of staff arrive to collect them. KS1 are collected first followed by lower KS2 and finally upper KS2.
- The Coordinator then checks the playground for any children who may be waiting with their class teacher.
- Any uncollected children will be brought to Kids Club where staff will check the booking emails to see if there has been any changes or errors with the register.
- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately work with school to ascertain where that child is.

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.

Departures

- Staff will ensure that children are marked out before they leave, including if it is a half session or not.
- 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, name and relationship (if any) to the child. If the Coordinator or Assistant Coordinator has any concerns regarding the person collecting them, 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.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance via email.
- If a child is absent without explanation, staff will contact the parents or carers after speaking to school staff to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents. If all these steps fail then the Coordinator will contact the police.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

Missing Children

We are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transitioning children between classrooms and R.B Kids Club. Each class teacher has an up to date register and are aware of the procedures if a child is not collected from school (detailed on the back of the register).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- The Coordinator will check with office staff to see if the child was absent from school or was collected early.
- Staff will conduct a thorough search of the premises and surrounding area.
- The Coordinator will then contact the child's parents or carers.
- If the child has not been found or explanation has been given then Staff will continue to search for the child whilst waiting for the police (which will now have been called) and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The Coordinator will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: [\[insert local number \]](#)

Social Care: [\[insert number\]](#)

Ofsted: 0300 123 1231

Policy Updated: September 2023

To be reviewed: September 2024