



St George and St Teresa Dragons Childcare Policy for Arrivals and Departures

Approved by: Dragon's Committee

Date: March 2022

Last reviewed on: March 2022

Next review due by: March 2023

Signed by: David Byrne

Chair of Dragon's Committee

Signed by:

Nicola Wright Head Teacher

MISSION STATEMENT

St. George & St. Teresa School is a Catholic School where we show love and care to all members of the community.

It is a place where the Trinity is central to our lives; where we pray together, praising Almighty God, learning about Him and growing closer to Him.

It is a place where we work together, living our faith, and learning together, sharing and developing our knowledge, skills and understanding through all aspects of the curriculum.

It is a place where we endeavour to live as Christians in a multicultural, multi ethnic society.

Faith
We live it,
Love it
And Learn it.

The Gospel Values pertinent to this policy are:

Curious about everything; and **active** in our engagement with the world, changing what we can for the better.

Arrivals and Departures

Our Wraparound and Before and After School Provision recognise the importance of having robust systems in place to ensure the safe arrival and departure of children in our care.

Access to premises

- Access to Dragons is through the side entrance gate, which is monitored by a security camera and displayed on screen inside the Dragons building. There is a buzzer on the gate for parents/carers to alert staff of their arrival. The gate is kept locked at all times. The exception being, at nursery and reception drop off and collection times, when the gate is unlocked for a limited time.
- The main door to the Dragons building will be opened by Dragons staff as parents/carers arrive. In the interests of safeguarding, children are not allowed to open this door at any time and parents/carers are asked to uphold this instruction.
- A member of staff will come to the gate to collect children when they arrive for Breakfast Club. Children will also be brought to the gate to meet their parent/carer when going home at the end of the day. Children in attendance are supervised by additional members of staff at this time, staff never work alone when children are present.

Arrival times

Arrivals for Breakfast club - 7:30 - 8:45am (breakfast is served 8-8:30)

Arrivals for Wraparound - 11:50am

Arrivals for After School Club - 3:30pm (or when extra-curricular activity clubs end)

Arrivals

Children and parents/carers will receive a warm welcome from a member of staff on arrival. The manager will ensure that an accurate record is kept of all children attending the sessions, 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, regular headcounts are conducted during the sessions.

Breakfast Club

- Dragons staff will sign children in to the session and record the actual time of arrival.

- A member of staff will liaise with the child's parent/carer to share information regarding the child's well-being.
- Messages for class teachers or office staff will be recorded and passed on by a member of Dragons staff where appropriate.
- If a request is made for medication to be administered during the day, parents/carers will be asked to complete our, Consent to Administer Medication form. We are unable to administer medication without written consent from a child's parent/main carer. Completed forms and medication will be passed to school office staff where medication is to be administered during the school day. (See Health, Illness and Emergency Policy)

Wraparound and After School Club

- Children arriving for Wraparound at the end of morning Nursery will be recorded on the register by a member of staff. Children who are booked in but do not attend will be recorded as absent.
- A member of staff will liaise with the nursery teacher regarding the child's well-being, and any messages for parents/carers will be recorded and passed on when children are collected.
- A member of staff will record Wraparound children, who are staying for After School Club, on the After School Club register at 3:30pm.
- Reception children will be collected from the classroom at 3:30pm by a member of Dragons staff and escorted to After School Club, where they will be recorded on the register.
- Children in Years 1 and 2 will be collected from the classroom at 3:30pm by a member of Dragons staff. Years 3-6 children, when dismissed will make their way through the school to Dragons, where they will be met by a member of Dragons staff and recorded on the register.
- Children attending extra-curricular activities in school, will be recorded on the register at 3:30pm as attending an extra-curricular activity. They will be marked as present when they arrive at Dragons for After School Club.
- If a child is not already booked in to an After School Club session and a place is required due to the cancellation of an extra-curricular activity, parents/carers must contact Dragons directly to request a place in advance. If a place is available, the class teacher and child will be informed that they will be going to After School Club.

Departures

Breakfast Club

- Children in attendance will be checked against the arrival's register before leaving Breakfast Club to go into school.
- Nursery children will be escorted to nursery by a member of Dragons' staff and handed over to the class teacher.
- Reception children will be escorted to reception by a member of Dragons' staff and handed over to the reception teacher.
- Dragons' staff will accompany children in years 1-6 to the playground through the gates past the KS1 classrooms, where a member of school staff will be on duty.

- Children in year 5 and 6 who have been assigned duties by teachers will be allowed to make their own way to their classrooms through the school.

Wraparound and After School Club

- Wraparound children must be collected before 3:30pm unless they have been booked into After School Club, which starts at 3:30pm. (See standard contract for details regarding lateness and fees)
- Upon departure, staff will assist children with their belongings and liaise with parents/carers regarding their child's day. Dragons' staff will sign children out of the session and record the actual time of departure. (See standard contract for details regarding lateness and fees)
- Children are collected by an adult, aged 18 years or over who has been authorised to do so on the child's registration form. Written consent from a parent /main carer is required for anyone under 18 years to collect children.
- In exceptional circumstances, if a parent/main carer requires another person, who is not listed on the child's records to collect their child, they must inform the Manager in advance and provide a description of the person and a password that they will use.
- In the event that someone else should arrive without prior knowledge or if the manager has any concerns regarding the person collecting, she will contact the parents/main carer directly, for confirmation before releasing children into their care.
- The parent or carer must notify the manager if they or the designated adult will be late collecting their child. If the Manager is not informed, the **Uncollected Children Policy** will be activated.
- When children that are booked into After School Club will be attending extra-curricular activities in school, parents must inform the manager of Dragons in advance. The person leading the extra-curricular activity will be responsible for the child during the activity and for ensuring the child is escorted to After School Club at the end of the session, at which time responsibility for the child will be transferred to Dragons.
- Children who are attending extra-curricular activities in school that commence during After School Club at Dragons, will be signed out and escorted to the activity by a member of Dragons' staff. On arrival at the extra-curricular activity, responsibility for the child will be transferred to the person leading the activity.
- Children will not be allowed to leave Dragons/school premises, either during or at the end of a session unaccompanied by an adult.
- Permission and arrangements for children leaving After School Club unaccompanied at the end of the session will be a matter for discussion

between the Manager and the parents/main carer, based on an understanding of the child's age, maturity and previous experience. Written consent for children leaving After School Club alone must be submitted to the manager before such arrangements are able to commence.

Absences

- If a child is going to be absent from a session (including when they leave school early due to sickness) parents/main carers are asked to notify the manager in advance. This helps to avoid any concerns being raised about a child's safety at a very busy time of day. Contact can be in person or by text, email or telephone call. All contact information is provided on the school website and standard contracts. (See standard contracts for information regarding absence fees)
- If a child is absent from After School Club without prior warning, staff will check with the school office (or class teacher) to see if the child attended school that day or has left early – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the Manager/DSL and the Missing Child Policy will be activated (See Missing Child Policy)
- If a child is absent without explanation for more than three days concurrently, Dragons staff will contact the school office/class teacher and parent/carers to try to ascertain the reasons behind this. Regular absences could indicate that a child or their family might be encountering some difficulties and be in need of additional support. Should Dragons staff have any concerns about a child or their family they will inform the Manager/Designated safeguarding lead and the safeguarding policy and procedures will be followed. (See Safeguarding Policy)

Children's transition between Dragons and school premises

- Where children are moving between Dragons and school premises, the following procedures will be carried out:
- The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment Policy. The Manager will liaise with the Head Teacher and the Site Manager to ensure any identified hazards or risks are minimised.
- A clear agreement will be in place between Dragons and the school about when responsibility for children's safety is officially transferred. (See Risk Assessment)
- At the beginning of term, class teachers will be provided with a register of children that are booked in to Dragons sessions. Class teachers will be notified of any changes and updated daily of ad-hoc bookings or cancellations.
- All staff in school and Dragons will work together in ensuring that children are delivered safely to Dragons or classrooms at the beginning and end of the school day.



