



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mrs N Simpson

www.broadwater.w-sussex.sch.uk

Wrap Around Care Arrivals and Departures Policy 2021-2024

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

Broadwater Church of England Primary School **Arrivals and Departures Policy**

Broadwater Church of England Primary School recognises that the safe arrival and departure of the children in our care is paramount.

The Manager/Supervisor will ensure that an accurate live record is kept of all children at their club, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times in accordance with GDPR. This process will be supplemented by regular head counts during the session.

Play Leaders will also regularly count the children in their care during any activity they are leading.

Arrival to Club

Breakfast Club

- Staff will greet each child warmly on their arrival at club and will ensure that the child is signed in (initial). Staff will conduct head counts of the children as they separate and go into their classrooms.

Afterschool Club

- Staff will greet the children warmly on their arrival at club where they will be immediately registered and signed in by the Manager/Supervisor. Head counts will be regularly taken as each cohort of children arrive from their classrooms.

Departure from Club

Breakfast Club

- Staff will record the time that the children leave club and go to school, ensuring head counts are complete for each drop off. A check of the club will be undertaken to ensure all children have left.

Afterschool Club

- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- Staff will ensure that they record the time of collection and sign the children out before they leave with their parents or carer.
- The child's parents or carers must inform the club in advance if someone who is not listed on the registration form is to collect their child. The Manager/Supervisor will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- 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.
- Children over the age of 10 will only be allowed to leave club alone at the end of the session if the Manager/Supervisor has discussed this fully with the child's parents and has received their written consent. In some circumstances, it will be acceptable to receive verbal confirmation from the child's parent/carer.

Children below the age of 10 will not be allowed to leave the club unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the club in advance.
- If a child is absent without explanation, staff will contact the parents/carers and the school to check where the child should be. If the Manager/Supervisor is unable to contact a parent/carer and establish a reason for the absence the Manager/Supervisor will check with the school office staff and then activate the **Missing Child** procedure.
- A record of uncancelled sessions will be kept, repeated failure to cancel sessions may lead to our service being withdrawn.

If a parent/carer arrives at club to collect their child and appears to be under the influence of drink or drugs, the Manager/Supervisor has a duty to assess whether the child's safety may be compromised. This may also apply if a parent/carer is mentally or physically unwell at the time of collection.

The Manager/Supervisor will:

- Speak to the parent/carer in a private area to discuss their concerns
- Discuss with the parent/carer their arrangements for travelling home, who will be home and whether a second person should be contacted to collect the parent/carer and child
- If the is still concerned, they will seek the advice of the DSL/Headteacher before allowing the child to leave the setting
- If there are safeguarding concerns or a parent/carer leaves with their child in an unfit state, a referral will be made to Social Care and the Manager/Supervisor will notify the police. The police will be called if a parent/carer behaves in an aggressive or violent manner
- Incidents of this nature will be recorded on an Incident sheet which the parent/carer may be asked to sign. If a referral is made to Social Care, this will be followed up with the completion of a referral form within 24 hours of the incident taking place
- The Manager/Supervisor will always use their professional judgement

Collection of Children by Minors and Children Walking to/from Wrap Around Care Unaccompanied

In some circumstances a parent/carer may request that a sibling either drops of or collects a child from Wrap Around Care. We do not allow children to be collected by minors who are below the age of 14. If a child needs to be collected by a minor, the parent/carer should discuss this with the Manager/Supervisor giving their authorisation. Authorisation must be obtained from the parent/carer in writing before the child can be collected from club, with agreed collection times and process made clear. In the case of an emergency, and a child needs to be collected by a minor, the parent/carer should phone the Manager/Supervisor to discuss this before the child can be collected.

The parent/carer must be available at all times so that the Manager/Supervisor can make immediate contact if a concern arises.

If a child needs to be dropped to Wrap Around Care by a minor, the parent/carer should phone and discuss this with the Manager/Supervisor to agree this. If a minor arrives at Wrap Around Care to drop a child off and Wrap Around Care have not been informed, the Manager/Supervisor will call the parent/carer.

If a Manager/Supervisor has concerns regarding the drop off/collection arrangements of a child, or are concerned about the welfare of the child, they will discuss this with the Designated Safeguarding Lead. In some cases, this may lead to a referral to Social Care.

We recognise that parents/carers of children in Year 6 may wish for them to begin walking home independently in readiness for their transfer to secondary school. In such cases, the parent/carer should discuss this with the Manager/Supervisor, agreeing a clear plan. Details such as the route, who will be home to greet the child and a clear process of timings should all be considered. The parent/carer must be available at all times so that the Manager/Supervisor can make immediate contact if a concern arises. Authorisation by the parent/carer should be given in writing to the Manager/Supervisor before the child is allowed to leave the club unaccompanied.

(In this document the term parent refers to the adult with parental responsibility.)

This policy was adopted by:	Broadwater Church of England Primary School	Date:	July 2021
To be reviewed:	Annually		