



Collection, Departure & Failure to Collect Policy

The Squirrels club will ensure that there are accurate records kept on arrival and departure of children to and from the club.

The register will be kept in an accessible place during session times.

Arrival

- On arrival to the club the staff member will record the child's name.
- If the child requires any prescribed medicine the parent will have filled out a medicine form.
- All Foundation Stage & Key Stage 1 children will be collected by a member of staff.
- Children under 8 attending clubs before Squirrels will be collected by a member of the Squirrel staff or school staff that arrange the club and will bring them into Squirrels by arrangement.

Departure

- The parent or carer will enter the building to collect the child/ren.
- The children are then the responsibility of the parent/carer.
- Only persons named on the registration/admissions form will be allowed to collect children from the club. If someone should arrive to collect that is not authorised the parent will be contacted immediately.
- Any alteration to authorised collectors must be made before the change.
- Parents/carers must sign the child/ren out when they leave the building on the appropriate signing out form.
- If a parent/carer wishes their child to leave the club alone this shall be discussed with the management and a decision will be made based on the child's age, understanding and maturity. Written consent from the parent or carer must be given before the child may leave alone. No child under the age of 8 years will be allowed to leave the club alone.
- Parents and carers must notify the club of any alterations to the agreed collection time.



- Parents and carers that break the agreed collection time arrangement may incur a fine. Please refer to the late collection policy.

Absences

- Parents and carers must inform the club in advance if a child is going to be absent from the session. A weeks notice is required for a charge not to be incurred.
- If a child is absent without notification the club will contact the parents/carers.

Failure to collect policy

Failure to collect a child from the Squirrels Club, staff will follow this procedure.

- Two members of staff will remain with the child in the club premises.
- After 10 minutes the parent/carer will be contacted. Other contact members on the child's registration form will be contacted if not answer from the parent.
- If staff members need to go home for family commitments we will inform the social services and seek advice.
- A note on the front door will be left with a telephone number. No address will be left for safety precautions.
- An appropriate member of committee will be informed.
- Only hand child over to parent, police or social services - do not leave child with a parent or carer of one of their friends, as the child is the Squirrels Clubs responsibility.
- Write report and record in incident book getting parents to countersign.
- A meeting should be arranged for both committee and staff to attend to discuss the events and review.

Review Date July 2018

Signed: