

Hilldrop Play Project Arrivals and Departures Policy

June 2018

This policy was adopted by Hilldrop Area Community Association	Date: June '18
To be reviewed: 2 years	Signed: 

Hilldrop Play Project will give a warm and friendly welcome to each child on arrival and will ensure that they depart safely at the end of each session.

Arrivals

On arrival at the Play Project, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.

The room should be set up ready for the children's arrival and with all relevant health and safety checks completed.

Departures

- Parents and carers are expected to sign children out indicating the time of collection. Staff will ensure that this is done.
- Adults collecting a child should be named on the registration form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.
- Children will only be able to leave the Play Project with a person other than those named on the registration form, if the parent has contacted us in advance and the 'Collection by unknown person' form has been completed. The person will be required to provide identification upon arrival. In the event that someone else should arrive without prior knowledge, the Play Project will telephone the parent/carer immediately.
- If the parent/carer or designated adult is going to be late in picking up their child they must call to inform the Play Project at the earliest opportunity. If the Play Project is not informed, then the provisions of the **Uncollected Children policy** will be implemented.
- Children below the age of 8 will not be allowed to leave the Play Project unaccompanied. Permission for children aged 8 and over to leave the Play Project alone will only be given following discussions between the manager and parent/carer, considering the child's age, maturity and experience. The Play Project must receive written consent from the parents/carers before such arrangements can be put into practice.

Alcohol and Drugs

- If a member of staff suspects that a parent/ carer is under the influence of alcohol or illegal drugs when they drop off or collect their child, they must inform the Manager. In such a situation, the Manager will then be responsible for deciding the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times (Please refer to our Safeguarding Policy).
- Staff will ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol or illegal drugs.
- If needed, the police will be called.

Absences

- If a child is going to be absent from a session, parents should contact the Play Project in advance.
- If a child is absent without explanation, staff will contact the school and the parents/carers to try to ascertain the reasons behind this. If there is no explanation for the absence the Play Project will implement the **Missing Child procedure**.
- Regular absences from the Play Project could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Play Project and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the Play Project

When children are escorted between school premises and the Play Project, the following procedures will be carried out:

- A clear agreement will be reached between the Play Project and the school concerning the transfer of responsibility for children's safety.
- 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 ensure that both the school and the Play Project keep an identical register of children who require escorting between locations which should be updated daily.
- A suitable meeting place for children will be adopted within both the school and the Play Project. If the meeting place is complex, children under eight should be escorted directly from classrooms to the meeting place.
- There will always be two staff members present when escorting children from school to the Play Project, ideally a member of staff at the front and one at the rear.
- Where applicable, staff will ensure that children are given instructions on road safety.
- If a child is absent from the Play Project without prior notice, staff will check to see if the child was present at school that day – they will not rely on information provided by other children. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the parents/carers.
- If the whereabouts of the child cannot be confirmed, the Play Project will instigate the **Missing Child Procedure**.

Transport

When transporting children in a vehicle, whether using a minibus or other private vehicle, staff will ensure that they adhere to the following rules:

- The vehicle is in a roadworthy condition and complies with all relevant vehicle legislation.
- In addition to the driver, there will always be at least one adult supervising at all times.
- In a mini bus the 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 Criminal Records Bureau checks and the driver must have a valid driving licence.
- Children should not sit at the front of the vehicle.
- The driver of a mini bus will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles will be suitably insured and all children will wear seat belts.