



## Arrivals, Departures and Attendance

Vicky's After School & Holiday Club Ltd recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded accurately on the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

In the event that a child does not attend as expected we will contact the school we are working in immediately and then the parents/carers in a timely manner, normally within 10 minutes of their arrival time. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form.

If we are still unable to contact anyone, we will implement our safeguarding procedures. These include contacting the local police and asking them to undertake a welfare check at the registered address and contacting children's services to report out concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, staff will use their professional judgement when deciding if their absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. In the first instance if we have concerns we will liaise with school straight away on this.

Vicky's After School & Holiday Club Ltd makes clear to all staff, parents and partner organisations our expectations for reporting child absences and the actions we will take if a child is absent without notification or for a prolonged period of time.

We expect parents/carers to contact us promptly and let us know if the child is not attending. A reason for the child absence will be requested.

This policy is to be read in conjunction with our **Safeguarding policy**.

### Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to the Club and review it regularly.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
- Staff members will escort children to the club and each club has its own risk assessed plan of how the children get to the club safely.

### 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, including the time of arrival.

### Departures

- Staff will ensure that children are signed out before they leave and make a note of the time and who collected them.

- 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 and a password that they will use. If the manager has any concerns regarding the person collecting he/she 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.
- If parents want their child to walk home and leave the club by themselves, this will be assessed on an individual case by case process. The parents will need to have given written consent to the club and this must have been approved by both the club and the parents.

### 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 or carers and the school to check where the child should be. If staff still have concerns about the child’s whereabouts after attempts to contact the parents and the school the manager 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. We will discuss with school where the club is held if there are any issues raised.

This policy was adopted by: Vicky’s After School & Holiday Club Ltd	Date: 27 September 2025
To be reviewed: 27 September 2026	Signed: Vicky Hickman

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Child Absences [3.11 – 3.12], Organising premises for confidentiality and safeguarding [3.72] Information and Record Keeping [3.77],*