



CREATIVE LEARNING
ACADEMY
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Arrivals and Departures

Creative Learning Academy 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 Academy, and that any arrivals or departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

Escorting children to the Academy

- The Academy 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 Academy and review it regularly.
- The school and the Academy keep an identical register of children who require escorting between locations which is updated daily.
- If being picked up from school by the Academies member of staff, the children should wait in their school reception or the playground depending on the specific arrangements for each individual child.
- Two members of staff will escort the children from school to the Academy.
- If a child is booked into the Academy but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and ask the school to implement its **Missing Child** policy.

Arrivals

Our staff will greet each child warmly on their arrival at the Academy and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- 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 Academy 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 Academy if they will be late collecting their child. If the Academy is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave the Academy alone at the end of the session if the Academy has discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave the Academy unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the Academy 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 Academy 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.

Staff arrivals and departures

Creative Learning Academy also recognises the importance of having a robust signing in and signing out system for its staff members.

The Manager will ensure that an accurate record is kept of all staff who are at the setting at any given time, this helps to keep track of attendance and holidays and is also vital if there was ever a fire within the setting. The register is kept in an accessible location on the premises at all times.

Each staff member must sign themselves both in and out on The Daily Register. It is imperative that you do this for yourselves, anyone caught signing another member of staff in and out will face disciplinary procedures which may result in dismissal. Any member of staff signing in later than their contracted start time will have the time taken in pay from their wages.

This policy was adopted by: Creative Learning Academy	Date: March 2019
To be reviewed: March 2020	Signed: Asif Qureshi

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*

