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'Every child is unique and at the heart of everything we do'

Breakfast and Afterschool Club Policy and Procedures for safe arrival and departure

Safe arrival at the Club

Just before the end of the school day a Thornhill staff member will collect all children who are listed to attend ASC on that day and take them to ASC. Any child absent will be recorded as 'abs'

If a child goes missing whilst at the Club, the Club staff will:

- a) Alert other staff, including Head teacher and Deputy Head Teacher through our walkie talkie system
- b) Instigate a search of the school premises.
- c) If the child is not found the parents/guardians will be notified.
- d) If the whereabouts of the child is still unknown, a search of the neighbourhood will be organised, using all available Club and school staff, with the searchers maintaining contact with the school and the parents via mobile phone.
- e) If the child is not found after half an hour the local police will be notified,
Tel: 01582 473341 or 999 if the response is unsatisfactory.
- f) The local Social Services Duty Desk will be contacted on tel. 01582 665861 to inform them of the situation and any outcomes.

Collection of children from the Club

- All children must be collected from the Club at the end of the session by the parent/guardian or their nominated representative.
- Parents/guardians must inform the school office in writing if anyone other than their two nominated adults collect their child.
- Children must be collected by an adult (i.e. a person over the age of 18yrs).
- No child will be released into the care of a person of whom the Club staff have any concerns, for example if they smell of alcohol or if no written permission has been received.
- The person collecting the child will be asked to sign the register, confirming that they have taken the child and at what time.

Non-collection of children

- **If a child is not collected from the Club at the designated time** the Club staff will:
- Check with the main school office whether a message has been received from the parent
- If no message has been received, the parents/guardians or other contacts on the Registration Form will be telephoned, until a responsible person is found to collect the child.



- a) Parents will be charged £2.50 for every 15 minutes they are late collecting.
- b) If the child is not collected after half an hour from the end of their session the local police will be notified, telephone 01582 473341 or 999 if the response is unsatisfactory.
- c) The local Social Services Duty Desk will be contacted on tel. 01582 665861 to inform them of the situation and any outcomes.

