

G. b. Procedures for Arrivals and Departures for Welford Pre-school Extended Services (Kids Aloud Club)

Statement of intent

Welford Pre-school is committed to giving a warm and friendly welcome to each child on arrival and ensures that they depart safely at the end of each session.

Methods

Admissions

- It is the responsibility of the Manager to ensure that an accurate record is kept of all children attending our extended services
- Any arrival or departure to and from the premises is recorded in the register.
- The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

Arrivals

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

Departures

- Those collecting children will be "buzzed in" from the main external school gate using the intercom and will collect their children from the Welford Pre-school building.
- If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff in person or via a telephone call/text message to the setting and recorded at the start of the session.
- Permission and arrangements for children leaving Kids Aloud Club alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving Kids Aloud Club alone must be submitted to Kids Aloud Club before such arrangements are able to commence.
- No child under the age of 8 will be allowed to leave Kids Aloud Club unaccompanied.
- In the event that someone else should arrive without prior knowledge, Kids Aloud Club will telephone the parent/carer immediately. If permission is given by phone, a mutually agreed code must be given and the child will only be released once the Manager or Deputy Manager has verified the adult's identity.
- If the designated adult is late in picking up their child without prior warning, the provisions of the Non-Collection of Children Policy will be activated.
- Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

- If a child is going to be absent from a session, parents/carers must indicate this to Kids Aloud Club in advance.
- If a child is absent without explanation, staff will initially contact the school (WSSSES) and then contact the parents/carers to try to ascertain the reasons behind this.

Escorting Children between School and Kids Aloud Club

As children are escorted between school premises and Kids Aloud Club, the following procedures will be carried out:

- The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.
- A contact within the school will be identified, with whom the Manager will liaise.
- A clear agreement will be reached between Kids Aloud Club and the school about when responsibility for children's safety is officially transferred.
- The school will keep a record of the children who are due to attend Kids Aloud Club, from the information given to them by parents/carers.
- All children will be escorted from the school (WSSSES) to Welford Pre-school's building.
- If a child is absent from Kids Aloud Club without prior warning, staff will check to see if they attended school that day.

Date reviewed	17/10/2025
This policy was adopted at a meeting of Welford Pre-school held on	23/10/2025
Signed on behalf of the Committee	
Role of signatory	Chair