



## Wingbats Arrivals and Departure Policy

Wingbats 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 in 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.

### Escorting children to the Club from Infant School

The Club and school have a clear agreement concerning the transfer of responsibility for children's safety

- The Teacher or Teaching Assistant from each class will deliver the children to the hall
- The children will come to their 'year group register area' and they will be individually signed in on the register by their Year Group team staff.
- Any expected absences will be noted
- Any unexpected absences should be checked with the School Office or by calling the parents if necessary
- Any extra children should be checked with the School Office
- Children at clubs should be noted and registered when delivered to the hall by the Club Leader

### Escorting children to the Club from Junior School

- The Wingbats staff member will take the Junior list to the Junior School playground collection point at 3.20pm and escort the children to the Infant School hall.
- The children will then be individually signed in on the register by the Year 2 & Junior staff team.
- Any expected absences will be noted.
- Any unexpected absences should be checked with the Junior School Office or by calling the parents if necessary.
- Any extra children should be checked with the School Office.
- Children at Junior clubs will be collected by Wingbats staff member and registered when arrived at the hall.

### Departures

- Staff will ensure that parents or carers sign children out before they leave.
- If a child is to be collected by someone other than the parent/carer, staff must be given a password that the parents have supplied on their registration contact sheet.
- 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.



## Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is to attend a club meaning late arrival for Wingbats it is the parents responsibility to notify in advance.
- If a child is attending an unusual event (e.g. sports fixture or school trip) it is the parents responsibility to notify 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.
- Any concerns will be discussed with the Infant School Head Teacher at regular Safeguarding Meetings.

This policy was adopted by: <b>Wingbats</b>	Date: <b>February 2026</b>
To be reviewed: <b>February 2027</b>	Signed: <b>Zena Barclay-White</b>

*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]*