Arrivals and Departure Policy

Kidz Enterprise 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 on the register within MagicBooking. 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 parents/carers in a timely manner, normally within an hour of their expected arrival. 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 may include sending a member of staff to the registered address for the child, contacting the local police and ask 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. If we have concerns we will make a referral to local children's social care and may also ask the police to undertake a welfare check.

Kidz Enterprise 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

- Kidz Enterprise 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 are attending the club which is updated daily, automatically generated by email to the school and Club.

- Children up to and including school year 4 are collected from their classrooms or year group meet point and escorted to the Club.

- Children attending clubs after school are collected from the relevant collection point irrelevant of their age or school year.

- If a child is booked into the Club but doesn't arrive at the Club, 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 Club and will record the child's attendance on the daily register within MagicBooking straightaway, including the time of arrival. Children can only be signed into the club by an adult over the age of 16.

Departures

- Children attending breakfast club and are in reception to school year 3 will be escorted to the relevant classroom or meeting point. Children from school year 4, 5 & 6 leave the club to walk directly to their classrooms. Children attending morning booster classes are taken to their classrooms irrelevant of their age or school year. Staff will record children leaving the club on the daily register within MagicBooking. This will include the time that they left the club and that they have left the club as from/to school.

- Staff will record children leaving the club on the daily register within MagicBooking. This will include the time of collection and who has collected the child. Children can only be collected by an adult who has been authorised to do so and shows as a collector within the child's account. Unfamiliar collectors will be asked to input the password and will be asked for photo ID before being allowed to take the child. (Passwords are encrypted within the MagicBooking system). Should a password fail then the duty manager will contact the parent for confirmation.

- In exceptional circumstances, if a collector is showing within the child's account and has been notified by the parent that they will be collecting the child but are unable to correctly enter the password, then the duty manager will seek appropriate ID for clarification.

- 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.

- No child will be allowed to leave the Club unaccompanied.

- Children can only be collected by an adult over the age of 16 who has been authorised to collect them on their registration form. In exceptional circumstances the duty manager may allow an older sibling to collect a child but this is only authorised on an individual basis with the knowledge of both the sibling and the child.

Absences

- If a child is going to be absent from a session, parents must cancel the space within their MagicBooking account.

- 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.

- Kidz Enterprise 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.

This policy was adopted by: Kidz Enterprise LTD	Date: 1st September 2025
To be reviewed: September 2026	Signed: D. Beesley

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]