Arrivals, Departures and Attendance

Club Kidz 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.

In the event 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 in 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 asking them to undertake a welfare check at the registered address and contacting children's services to report our concerns.

We will regularly monitor children's attendance patterns and trends. When 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, parents and/or carers vulnerability and their home life. If we have concerns we will make a referral to local children's social care and amy also ask the police to undertake a welfare check.

Club Kidz 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's absence will be requested.

This policy is to be read in conjunction with our **Safeguarding Policy.**

Escorting Children to the Club

- The Club 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 require escorting between locations which is updated daily.
- Children in reception and infant classes will be collected from their classroom. Junior children will be met in the playground.
- One or two members of staff will escort the children from school to the Club.
- Children are not permitted to ride (or bring) scooters or bicycles on the journey from school to the Club.
- If a child is booked into the Club 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 the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

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

Departures

- Staff will ensure that the children are signed out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form is to collect their child. The child's parents or carers must inform the club in advance and provide a password that they will use. If the manager has any concerns regarding the person collecting they 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.
- Children over the age of eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.
- Children below the age of 8 will not be allowed to leave the Club unaccompanied.

Absences

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

This policy was adopted by Club Kidz Limited	Date: September 2026
To be reviewed: January 2027	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: child absences [3.11-3.12] organising premises for confidentiality and safeguarding [3.89] information and record keeping [3.95]*