



Arrivals and Departures Policy

The staff at HPSOSHC give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

For morning sessions in term time and for holiday club sessions it is the parents responsibility to ensure that their child arrives safely at the club. The staff do not assume responsibility until the child walks in through the club door.

At the end of each morning session the HPSOSHC staff will escort the children to their classrooms via the school playground in time for the 8.40am bell. The children must walk with the staff until they are 'dropped off' outside their classroom.

For afternoon sessions during term time, HPSOSHC staff will collect children from the playground and walk them to the club. They will take responsibility for the children as soon as they leave the care of the school staff. Children are expected to go directly to the HPSOSHC staff and not wander off or play on the playground. Children must not make their own way to the club. HPSOSHC will liaise with school staff to ensure that any messages for parents are collected and passed on.

A daily register of all children is kept by the senior staff member in charge. This is taken at the beginning of each session. Late arrivals are added to the register so that an up-to-date record is kept at all times.

If children are attending an after-school activity or trip run by the school, HPSOSHC will collect them from the activity at the appointed time and escort them to HPSOSHC.

All children who leave the club must be 'signed out' by the parent/carer collecting them. HPSOSHC will not allow a child to leave with anyone who has not signed them out or has not been identified on the registration form. If alternative arrangements have been made for collection the parent must inform the staff in writing of these arrangements. (See 'Consent for Collection by another Parent/Carer Form') If another person turns up to collect a child without parental permission the HPSOSHC staff will telephone the parents before allowing them to leave the building.

If a child is going to be collected by a minor (under the age of 18 years old) the parent must complete a 'Consent for Collection of Child by a Minor Form'. If a child is being collected by a person under the age of 16 the parents remain responsible for their child and they could be charged should any harm come to their child/children if they have been left in the care of anyone under the age of 16.

If the child is 11 years old and has written parental permission to walk/cycle home alone they will be signed out by the senior member of staff at the club at the agreed time for departure. (See 'Home Alone Consent Form')

Once a child has been signed out of HPSOSHC the club are no longer legally responsible for the child.

Signing out will include the time the child departs the club. Late fees will be incurred if the child is late in being picked up.
