Arrivals and Departures of Children, Staff, Parents/Carers and Visitors Policy and Procedures

**AIM** To ensure that the arrival and departure of children is carried out safely and to promote the welfare of the children in our care.

**ARRIVAL OF CHILDREN**

● Parents/carers must notify the Session Leader in good time regarding their child’s absence from a session. Prior notice can be given via email, absence on the day should be given via text.

● Parents/carers are to bring their child to the agreed car park and must stay with their child until a member of staff arrives at 9.55am.

● The Session Leader will record the child’s attendance on the daily chalkboard register.

● Late arrivals must notify the Session Leader by text that morning. Arrivals after 10:10 may need to make their own way to base camp in the woods.

**DEPARTURE OF CHILDREN**

● The staff and children will be at the car park by 3pm to meet parents/carers for collection.

● Parents/carers must notify the Session Leader in advance or at drop-off if their child will be picked up by someone else. The Session Leader must record a name and contact phone number for the temporary collection person.

● Parents/carers must notify the Session Leader by text if they are going to be late for pick-up.

● Children will not be allowed to leave unaccompanied, unless an arrangement is made in advance with Veronika.

● Children will not be allowed to leave with anybody under the age of 16, unless an arrangement is made in advance with Veronika.

● If we do not recognise the person collecting the child, and they have not been agreed prior to collection, we will contact the child’s family and the child will not be allowed to leave until contact has been made.

● If a parent arrives in an ‘unfit’ state, for example under the influence of alcohol or drugs, the Session Leader should notify Social Services.

**LATE COLLECTION**

● If the person collecting the child has informed the Session Leader that they will be late, the child will be looked after with 2 members of staff until the person arrives.

● If the person collecting the child is late and has not informed the setting, the staff member will contact them. If they are not contactable, the alternative emergency contact will be called. If they are not contactable, the 2 staff members will wait in the woods until contact is made.

● If a family is persistently late in collecting, charges may incur.

**STAFF** Details of the people working at Home Ed-Venturers will be recorded and stored in the Emergency Contacts folder.

**VISITORS** Visitors will be asked to send their personal details to Veronika prior to their visit. Details recorded will include name, purpose of the visit, arrival and departure times and a DBS check if applicable.

**RECORD-KEEPING** The chalkboard register will be kept in an accessible location on the premises at all times. Digital records of daily registers will be kept by the setting for at least three years.

Last reviewed: 9th October 2024

Signed by: Veronika Simon