



JPAC Ltd Arrivals and Departures Policy

Arrivals

A JPAC playworker will meet children at a prearranged point. The children will know where this is, and their arrival will be recorded on a register. Parents need to remind their child on the days they are attending. Should a child fail to arrive, the Manager or Playworker needs to immediately:

1. Check with the school in case the child is absent from school.
2. Contact the parent/carer in case they have made alternative arrangements and failed to inform the club.
3. Conduct a rapid but thorough search.
4. If the child cannot be found the parent/carers will be contacted and the police informed.

It is important to maintain a good relationship with the class teachers so that any relevant messages are passed on to the club. Teachers, particularly in the case of Foundation Stage and Key Stage One children need to be aware of the attendance pattern of the children-if parents/carers do not inform school then the Manager of the Club should do so as this acts as a 'safety net'.

Departures

JPAC Ltd Clubs close at 6pm. We expect all children to have been collected by this time. We will only release children to the people authorised. If there is any variation, parents/carers should contact the Club Manager by phone. The children **MUST NOT** be allowed to leave unaccompanied or with anyone under the age of 16.

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.

Reviewed July 2023