

Arrivals, Departures and Attendance

OSCAHS 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 accurately on 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 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 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. 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.

OSCAHS 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

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have a designated route within the school to escort children to the Club and review it regularly. The Club is located within the school building.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily. The school and the Club has access to the register on MagicBooking.
- For children in Year Reception to Year 2, a member of staff will escort the children to and/or from school to the Club. Children within these year groups will be dropped-off to their classroom and, similarly, collected from their classroom for the After School Club session.
- The Club is based within the school. Children in Year 3 to Year 6 will be allowed to escort themselves to and/or from school to the Club. This arrangement depends on the needs of the child. Where a child requires additional support, a drop-off and collection arrangement will be put in place between the school and Club for the child.
- If a child is booked into the After School Club but are 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 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 in the daily register straightaway, including the time of arrival.

Parents or carers must accompany their child to the Breakfast Club, or Holiday Club, as a means of transfer of responsibility. Once a member of team has acknowledged and welcomed the child, the parent or carer is able to leave the premises.

Unexpected arrivals

If a child arrives at the Club that they are not expecting to attend, staff will welcome them into the Club and **not** turn the child away. Staff will inform the school that they were not expecting the child to attend and request that the school resume responsibility for the child and contact their parent/carer. If the child is known to the Club (e.g. registered at the Club), staff will speak with the school and contact the parents to inform them that their child has arrived at the Club.

If the child arrives unaccompanied at the Breakfast Club, staff will check the online booking system to see if they have existing details of the child and family. Staff will contact the child's parents/carers.

If the child is not known to OSCAHS, staff will follow the **safeguarding procedures**.

Departures

- Staff will ensure that the parents or carers sign children out using the online register before they leave. The register will automatically record the time of collection.
- Children are collected by a person who is aged 16 years or older, and has been authorised to do so on the account holder's collectors list. Parents and carers are responsible for ensuring they update the people authorised to collect their children through their MagicBooking account.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must update their online registration details at least three hours in advance of the collection. If this is not possible, parents or carers must contact the Club in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she 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.
- Parents or carers must inform the Club Manager in advance if their child needs to leave the session early to attend another out-of-school activity or club (e.g. football club or gymnastics) on the school's site, which doesn't involve the parent or carer to collecting their child. The child will not be able to leave OSCAHS without prior consent from the parent or carer.
- Children over the age of ten will only be allowed to leave the Club alone at a designated time if the Club has discussed this with the child's parents and has received their written consent.

- Children below the age of ten will not be allowed to leave the Club unaccompanied.
- If a parent or carer (or named adult) arrives at the Club and appears to be under the influence of alcohol or drugs, we will ask for another named adult to collect the child. Additionally, the Club will treat this as a safeguarding incident, which may require us to contact the police, especially if the person under the influence is driving. In this instance, the Club will refer to its **Safeguarding** policy.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance. The school is not responsible for informing OSCAHS of a child's absence.
- 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.
- 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.
- Parents or carers whose child is attending our Holiday Club through the HAF programme will be contacted within the first hour of their absence.

This policy was adopted and approved by:	Date: 01/09/2026
OSCAHS Board of Directors	Next Review Date: 01/08/2027

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 [3.87] Information and Record Keeping [3.92].