



Acorns to Oaks (A2O) ARRIVAL & DEPARTURE POLICY

APPROVED	AUTUMN	2018
REVIEW	AUTUMN	2022

Safeguarding at Acorns to Oaks (A2O) Breakfast and After School Club sessions

A2O staff will give a warm and friendly welcome to each child on arrival and ensure that they feel welcome and safe and also that they depart safely at the end of each session.

It is the responsibility of the A2O Manager to ensure that an accurate record is kept of all children attending A2O and that any arrival or departure to and from the club is recorded on the electronic InVentry sign in/out system. Staff will also conduct regular head counts during the session. Paper registers are also used.

It is a requirement of the EYFS that records of daily registers be kept for at least three years from the last entry. (Providers are required to show these documents during the next Ofsted inspection.) Registers created electronically will be available to print via the InVentry system.

The A2O Manager and School Business Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the **Risk Assessment Policy**.

Use of Contact Details

On joining A2O, parents are asked to name at least two adults on the **Admission Form** who will be responsible for collecting their child/ren. If for any reason a situation arises where a different person needs to collect your child, A2O staff must have prior notification of this from the parent/carer in writing (except in the case of an emergency). This person will be required to produce suitable identification and provide a password.

No adult other than those named on the **Admissions Form** will be allowed to leave A2O with a child. In the event that someone else should arrive without prior knowledge, the A2O Manager will telephone the parent/carer immediately. No child is permitted to leave A2O unless the A2O Manager is satisfied that the child is with a suitable person.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. If the designated adult is late in picking up their child without prior warning, the provisions of the **Emergency Procedures for Uncollected/Lost or Missing Children Policy** will be activated along with the **Charging Policy**.

School Procedures for Non-attendance at a Breakfast or After School Session

The **Admissions Policy** requires that parents inform the school who will inform A2O if their child will be absent through sickness or other reason. This procedure is vital to ensure all children arrive safely at A2O. We do ask that parents/carers also inform A2O of their child's absence.

Feltham Hill Infant school will inform the two A2O staff who collect the infant children if any child has been absent from school that day and should have been attending the A2O after school session.

Oak Hill office staff will inform the A2O Manager / Deputy of any absences made by email or phone to the school office. Mrs Gaish will also monitor the A2O mobile phone and email inbox for absence messages from parents.

If a child is absent from A2O without prior warning, staff will check to see if they attended school

that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

Please note - if you book your child into Breakfast Club or After School Club and your child does not attend, you still need to pay for the booked session. If you need to cancel a booking and you provide A2O staff with plenty of notice we can amend your booking.

If parents fail to inform A2O of non-attendance, having attended school, they will be reminded of the importance of notification of absence. Much time is wasted searching for children booked into A2O who fail to arrive at the assembly point. The safety of all children is paramount and parents/carers must observe the terms agreed in both the application pack and the A2O Home School Agreement.

Admissions Policy

The A2O Manager and School Business Manager will be notified if parents/carers repeatedly fail to notify us of non-attendance. Further action may be taken by the A2O Manager if necessary.

After School Activities

It is the responsibility of the parent/carer to inform A2O if their child is attending a separate after school activity. If your child attends FHI, a member of A2O staff will collect your child from their after school activity. Parents need to email acorns2oaks@oakhill-aspirations.org informing us of the club your child is attending. If your child attends an Oak Hill after school activity, the club provider will escort the children to the dining hall at the end of the activity.

Parental Responsibility for Safe Arrival at A2O Breakfast Sessions

Parents are responsible for ensuring the safe arrival of their children at A2O each morning. There is a separate entrance to the dining hall available from the main road. This entrance must be used. There is a keypad door entry system, so all parents must ring the entry system buzzer and wait for the door to be opened internally by a member of A2O staff. Once inside parents are responsible for ensuring that a member of the A2O staff registers their arrival and also that their child signs in on the electronic InVentry system. Then parents are free to depart.

Arrival at A2O Club – Evening Sessions

After class dismissal Feltham Hill Infant children are escorted from their infant school to A2O based in the dining hall of Oak Hill Academy. The following procedures will be carried out:

FHI Children: Two members of staff walk to Feltham Hill Infant School. They collect the infant A2O children directly from their classrooms liaising / handing over with the FHI teachers if children are unwell or absent etc.

Arrival of Oak Hill Children: Most children will be able to walk from their class dismissal areas to the dining hall. New Year 3 children will be collected from their classrooms (initially), until they are confident to make their own way to the club. Oak Hill School staff and A2O staff are available to escort & assist all children to the club as needed.

Registration After School

On arrival, a member of A2O staff will immediately make sure that all children sign in using the InVentry system.

Departure from A2O Breakfast Session

Two A2O staff walk the FHI children over to their school at 08:45am. Children wear high viz jackets so they are easily identified whilst walking across the field. Children are handed directly to the class teachers at the entrance of the classroom. Staff stay until all children are safely handed over.

Oak Hill children are walked by A2O staff to the Sapling Door each morning where they go directly to their classrooms.

Departure from A2O Evening Session

The safe handover of children at the end of the day is of great importance to us. No child will be allowed to leave the club unaccompanied or without signing out.

Upon departure, the child must be signed out on the register by the person collecting them to show that the child has left the premises. The time of departure will also be recorded. This is the only written record, which will indicate when and by whom the child was collected.

The only other exceptional circumstances where a child can leave A2O alone is where written parental permission has been given for older children to walk home unaccompanied at the end of the session. Permission and arrangements for this will be a matter for discussion between the A2O Manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving A2O alone must be submitted to the A2O Manager before such arrangements are able to commence.

Use of Contact Details

On joining A2O, parents are asked to name at least two adults on the **Admission Form**, these details are for emergency contacts if your child falls ill etc. It is the responsibility of parents/carers to provide up to date contact details for your child. However, A2O staff will periodically issue forms to update personal information.