

Arrivals and Departures

ASD Stars acknowledges the importance of implementing robust systems to ensure the safe arrival and departure of the children under our care.

The manager will ensure the accurate recording of all children in the Club and the registration of any arrivals or departures in the register. The register will be kept in an accessible location on the premises at all times. Additionally, regular headcounts will be conducted during each session.

Arrivals:

Our staff will warmly greet each child upon their arrival at the Club and promptly record their attendance in the daily register, including the time of arrival.

Departures:

- Staff will ensure that parents or carers sign children out before their departure, including noting the time of collection.
- Children will only be released to adults authorised on their registration form.
- In exceptional circumstances, if a parent requires another person not listed on the registration form to collect their child, they must inform the Club in advance and provide a description of the person along with a password. If the manager has any concerns regarding the person collecting, they will contact the main parent or carer for confirmation.
- Parents or carers must notify the Club if they will be late collecting their child. Failure to do so will result in the implementation of the Uncollected Children policy.
- No child will be permitted to leave the Club unaccompanied.

Absences:

- Parents must notify the Club in advance if a child will be absent from a session.
- If a child is absent without explanation, staff will contact the parents or carer.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed: 1/09/2026	Signed:

Prepared in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]