



End of the School Day Collection and Transfer Arrangements Policy

(including after-school club and tea-time club)

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SCHOOL
MEMBER



Breakfast Club register to be retained in the breakfast club kitchen and must be completed by breakfast club staff for each and every child arriving for breakfast club.

Teachers must ensure that they have a copy of club lists in their classrooms and that **ALL** staff (including those staff covering PPA) must be aware of children who are signed up to attending after-school clubs. These lists should be placed next to the IWB in each classroom for ease of access and visibility for checking.

Before children leave their seats to line up at the end of the school day, teachers (cover staff) are to ensure that children attending after-school clubs are given priority to collect their belongings from the cloakroom and to line up at the classroom/ corridor door. Teachers (cover staff) must check that the correct children are ready to go home or ready to join after-school club by thoroughly checking the club lists.

Teachers are to ensure that they have up to date lists of children who have permission to walk home alone (Year 5 and Year 6 only) and that these lists are located near the IWB, next to the club lists, so that all staff, including those covering classes, have ease of access and clear sight of the names.

Children who have permission to walk home alone (Year 5 and Year 6 only) - and who are not attending after-school clubs - must be at the front of the lines ready to leave school and safely exit prior to those children being collected by an adult.

NO child - other than those with permission to walk home alone - should be allowed to leave the school building **WITHOUT STAFF EXPLICITLY** acknowledging an adult is present to collect on the yard.

Where no adult is seen by the teacher/ staff, the child **CANNOT** be permitted to leave school and should be sent to the back of the line to allow parents/ carers more time to arrive on the yard/ be seen.

When a child is uncollected, staff **MUST** take the child to the office and make necessary enquires as to collection arrangements.

NO child should be allowed to leave school without absolute certainty of collection and safety.

Staff supervising after-school clubs **MUST** collect registers from the main office prior to club starting.

Staff supervising after-school clubs must collect children attending their club from each Team - **AND** complete the register as they collect each child so that NO child is missed, who should be attending clubs.

Staff supervising after-school clubs **MUST** then take the register **AGAIN** within the location of the club to provide a **SECOND CHECK** that all children attending are in attendance.

Where a child is not marked as in attendance at a club, the club supervisor/ member of staff **MUST** and **WITHOUT HESITATION** contact the school office to enquire about any missing child.

Club supervisors/ staff MUST NOT disregard a child missing from club. Any and all missing children from club registers MUST be followed up IMMEDIATELY with the school office so that absences can be confirmed or investigation undertaken. **THIS CAN BE DONE USING THE PHONES IN EACH TEAM.**

At the end of after-school clubs, children who are attending tea-time club will be at the front of the line.

After-school club registers will clearly identify for club supervisors/ members of staff which children need to move to tea-time club.

TEA-TIME CLUB STAFF MUST BE AT THE CIRCULAR TABLE IN THE LEARNING ZONE WITH THEIR REGISTER AT 4:00PM PROMPT

Before taking after-school club children to the main office for collection, club supervisors/ staff will hand over those children attending tea-time and confirm with the tea-time club staff member that all are present and correct and a first register completed. **IF THERE ARE ANY DISCREPANCIES THIS MUST BE IDENTIFIED AND CHALLENGED.**

WHEN TEA-TIME CLUB CHILDREN ARE PRESENT IN THE COOKERY ROOM, A SECOND REGISTER WILL BE COMPLETED BY STAFF TO CONFIRM ALL CHILDREN REQUIRED ARE IN ATTENDANCE. ANY DISCREPANCIES WILL BE IDENTIFIED IMMEDIATELY AND A CALL TO THE SCHOOL OFFICE MADE TO CLARIFY REASONS.

After-school club children will then be supervised to the main office by the club supervisor/ staff member for collection.

NO child - other than those with permission to walk home alone (Year 5 and Year 6 only) - will be permitted to leave school without an adult present.

For collection, club supervisors/ staff members MUST line children up in an orderly manner at the main office and identify the TRUSTED adult before releasing the child.

ALL CHILDREN WILL BE REQUIRED TO BE SIGNED OUT BY THEIR TRUSTED ADULT UPON COLLECTION BEFORE BEING PERMITTED TO LEAVE SCHOOL. This will form part of the club register.

Completed club registers with evidence of signing out MUST be handed to the school office to retain and log.

Where staff are unsure of the identity of the trusted adult upon collection, the child MUST remain in school with the club supervisor/ member of staff, and calls home will be made (using priority contact lists on SIMS) to confirm with those adults with PR for the child what collection arrangements are in place.

IF IN ANY DOUBT, THE CHILD REMAINS IN SCHOOL WITH STAFF!