



Cheshire Forest School

Arrivals and Departures Policy for Forest Folk Holiday and After School Clubs

Cheshire Forest School recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager (Caroline Rogers) will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

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 and signature of the parent/carer.
- The children will walk to the entrance of Cheshire Forest School Woodland as a group with a staff member at the beginning and the end of the line. The gate of the woodland will be locked.

Departures

- Children will be escorted from the woodland to the designated meeting point to meet parents/carers.
- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form. 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 inform 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.

This policy was adopted by: Cheshire Forest School	Date: 30/01/23
To be reviewed: 30/01/2023	Signed: cnrogers