

# Y-Kidz Arrivals & Departures Policy

**Department: Lifelong Learning**

**Owner: Training & Education Manager**

**Approval Route: Lifelong Learning Committee**

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1	1 June 2023	Revision of Policy
2	June 2024	Review
3	February 2025	Review

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## 1. Y-Kidz Arrivals and Departures

Y-Kidz recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The team will ensure that an accurate record is kept of all children in our care, and that any arrivals or departures are recorded on the electronic register. The register is kept in an accessible secure location on the premises at all times. In addition we conduct regular headcounts during the session.

### Arrivals

Our staff will greet each child warmly on their arrival to our care and will record the child's attendance in the daily register straightaway.

### Departures

- Staff will ensure that all children are signed out by a staff member before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their online 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 inform the Club in advance and provide a description of the person and a password that they will use. If the team has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify Y-Kidz if they will be late collecting their child using the onsite mobile. If Y-Kidz are not informed, the **uncollected children** policy will be followed.
- Children aged 10 or above will only be allowed to leave our care alone at the end of the session if this has been discussed with the child's parents and has received their written consent.
- Children below the age of 10 will not be allowed to leave Y-Kidz unaccompanied.

### Absences

- If a child is going to be absent from a booked session, parents should notify Y-Kidz in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be. They will also check with School staff if appropriate regarding a child's absence from school during the day.