

# **Y-Kidz Arrivals & Departures Policy**

**Department: Lifelong Learning**

**Owner: Training & Education Manager**

**Approval Route: YSS Board**

**Frequency of Revision: Annually**

<b>Version</b>	<b>Date Approved</b>	<b>Reason for Update</b>
<b>1</b>	<b>1 June 2023</b>	<b>Revision of Policy</b>
<b>2</b>	<b>June 2024</b>	<b>Review</b>
<b>3</b>	<b>February 2025</b>	<b>Review</b>
<b>4</b>	<b>February 2026</b>	<b>Additions &amp; S4</b>

## **Table Of Contents**

Y-Kidz Arrivals and Departures Policy Statement
• Arrivals
• Departures
• Absences
• Recording and Reporting

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.

## 1. 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.
- In line with DfE safeguarding expectations, staff will also carry out a visual welfare check as part of arrival routines and record any unexplained marks or safeguarding concerns following internal safeguarding reporting procedures.
- A brief arrival-time risk assessment will be carried out by staff daily to ensure entrance areas are safe and to minimise the risk of children leaving unnoticed.

## 2. 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.
- 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.

- Staff may ask unknown collectors to present identification if needed to verify identity, in addition to password confirmation.
- Y-Kidz reserves the right to refuse release of a child if the collecting adult appears intoxicated, under the influence of substances, or otherwise unfit to safely take responsibility. Alternative arrangements will be sought via the parent/carer or emergency contacts.
- Children aged 10 or above will only be allowed to leave our care alone with written permission from a parent that is authorised by the service manager.

### 3. Absences

- If a child is going to be absent from a booked session the parents must notify YKidz in advance.
- If a child is absent without explanation, staff will contact the parents.
- In line with EYFS 2025 strengthening of attendance expectations, unexplained or repeated absences will be monitored and patterns may be treated as safeguarding concerns.
- If parents cannot be reached, staff will escalate to emergency contacts.
- Where absence is prolonged or raises concern, Y-Kidz may consult the Designated Safeguarding Lead (DSL) and the school.

### 4. Recording and Reporting

- Staff will ensure arrivals, departures and absences are logged accurately as part of safeguarding record-keeping.
- All staff involved in arrivals and departures will receive periodic safeguarding refresher training.