

10.13 Collection Of After School Children Policy

Policy statement

This policy's aim is to ensure that the collection of After School club children is clearer and more straight forward for staff and parents. Our aim is to prevent the event of a child not knowing if they are to be collected by Wufa and leaving the school grounds without adequate supervision.

Procedures

- Wufa is to inform the Primary School on a half termly basis which children will be attending Wufa After School Clubs.
- All children attending After School Club will meet in the Primary School hall ready to walk to Wufa. (With the exception of Nursery and Reception children who are collected from their classroom by Wufa staff then taken to the hall.) Three members of Wufa Staff will be in the hall ready to collect the children.
- If any child that is expected at After School Club and does not arrive in the school hall a member of Wufa staff will go to the school office to enquire as to their whereabouts. The school and Wufa will then work together to find the missing child.
- The remaining children still waiting in the hall will make their way to Wufa with the remaining two members of staff.
- Parents are to inform Wufa if their child will not be attending Wufa After School Club on any particular day.
- All children who are to attend Wufa After School Club remain in the Primary School's care until the children arrive in the hall or until their absence has been explained by the school.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____