



Tall Stories Summer School

Arrivals and Departures

Tall Stories Summer 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 will ensure that an accurate record is kept of all children in the Summer School, and that any arrivals or departures are recorded in the register. The register is kept in an accessible 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 at the Summer School and will record the child's attendance in the daily register. Parents/carers should sign their child in before leaving. Parents/carers will not be able to accompany their child into the Studio.

Departures

- Staff will ensure that parents or carers sign children out before they leave.
- Children should be collected by an adult who has been named on their registration form. Named contacts that the staff are meeting for the first time will be asked to show a form of identification.
- 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 Summer School in writing 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.
- The parent or carer must notify the Summer School if they will be late collecting their child. If the Summer School is not informed, the **Uncollected Children** policy will be followed.
- Children will not be allowed to leave the Summer School unaccompanied.

Absences

- If a child is going to be absent, parents/guardians should notify the Summer School in advance.
- If a child is absent without explanation, staff will contact the parents/guardians to check where the child should be.

This policy was adopted by: Tall Stories Summer School	Date: 11/6/21
To be reviewed: 11/6/22	 Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*