



Arrivals and Departures Policy - Orchard Lea Schools

TJ's Club (Hampshire) Ltd recognises that the safe arrival and departure of the children in our care is paramount. Primarily, we use the fire exit door in our allocated room at the Junior School as our route into and out of club to ensure minimum disruption to school staff as they are working.

Club staff will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on our online register via the use of a laptop which is out at every session. In addition, we conduct regular headcounts during the session.

Escorting children to class at the end of Breakfast Club

- At approximately 8.35am junior school children are taken to their classroom from club.
- At approximately 8.35am children for the infant school will be escorted to their classrooms by members of the team, where a member of school staff will meet them at their classroom door. All TJ's staff and children will wear high visibility bands for easy recognition.

Escorting children from class at the end of school to After School Club

- At 3.10pm staff members will arrive at the infant school reception area to collect the infant children and escort them to club. All children and staff will wear high visibility bands.
- Junior school children will be expected to make their own way promptly to the room from their classroom.
- If a child is booked into the Club but does not arrive, we will check whether the child was present at school that day. If the whereabouts of the child is not known, TJ's staff will immediately inform the school office and the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will ensure they are signed in on the laptop using our online register.

Departures

- Staff will sign children out on our online register on the laptop.
- Children can only be collected by an adult who has been authorised to collect them on their registration details.
- On occasions, and with written consent, we will allow older children to walk home on their own leaving Club at a time agreed with their parents. Parents are expected to inform us by text that their child has arrived home safely.
- The child’s parents or carers must inform the Club in advance if someone who is not listed in the registration information is to collect the child. Club staff will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents **must** notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: TJ’s Club (Hampshire) Ltd	Date: November 2025
Signed: J Little	To be reviewed: November 2026

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Child absences (3.11 - 3.12), Organising premises for confidentiality and safeguarding (3.72) Information and record keeping (3.77)*