

THE DEN



Arrivals and Departures

The Den 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 Den, and that all arrivals and departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

Arrivals

- The Den staff will greet each child warmly on their arrival at The Den and will record the child's attendance in the daily register. The Den will sign children in with time of arrival and a signature of the member of staff who greets them.

Escorting children from The Den to school and from school to The Den

- The Den and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to and from The Den and review it regularly.
- When taking children to school from The Den, year's 5 and 6 go to their door unaccompanied due to the gates being locked and then manned by school staff. Year's 3 and 4 go to their door and are seen into their door by a member of The Den staff.
- Nursery and Reception children are escorted to their classrooms and handed over to school staff. Year's 1 and 2 children are escorted to the courtyard and make their way to their classrooms.
- A list of children who will be attending The Den after school each day is given to each class teacher at the beginning of a term and is updated when necessary.
- Nursery and Reception children are collected from their classroom by two members of The Den's staff who will take a register of the children present. Year 1 and Year 2 children meet in the cloakroom area of year 1 where a member of The Den's staff will take a register to make sure all children on the register are present. All children are then escorted over to The Den via the school hall and out of year 3 and 4 door over to The Den. Children of years 5 and 6 make their own way to The Den where a member of The Den's staff will greet them at the gate and mark them present on the list. Years 3 and 4 are sent over to The Den by school staff and the member of The Den's staff on the gate will mark them present on the list.
- If a child is booked into The Den and does not arrive at the designated collection point, The Den staff will check whether the child was absent from school that day or has been collected or is attending an after-school club within school. A parent/carer will be contacted if the whereabouts of the child is still not known, staff will immediately implement its **Missing Child** policy.

Departures

- On arrival of the parent/carer to collect their child The Den staff will sign the child out with the time and who collected the child. Children can only be collected by an adult who has

been authorised to do so, on their registration form and a message has been sent to The Den to say that person is collecting their child, if no message has been received parent/carer will be notified for clarification that the person should be collecting their child.

- No person under the age of 16 will be allowed to collect a child unless written authorisation has been received by The Den.
- 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 Den in advance and provide a description of the person and a password that has been provided at the time of registration by parent/carer. If the manager has any concerns regarding the person collecting the child, she will contact the main parent or carer for confirmation.
- The parent or carer must notify The Den if they will be late collecting their child. If The Den is not informed, the **Uncollected Children** policy will be followed.
- Any child will not be allowed to leave The Den unaccompanied at the end of a school day.

Absences

- If a child is going to be absent from a session, parents must notify The Den in advance.
- If a child is absent without explanation, The Den staff will check if your child is in school, if your child is not in school the parents or carers will be notified via a phone call. If staff still have concerns about the child's whereabouts after attempts to contact the parents, the manager will contact the relevant agencies.
- The Den 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.
- All absences will be logged and the reason for the absence.

This policy was adopted by: The Den	Date: 8 th May 2023
To be reviewed: May 2024	Signed: by Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment, and equipment
[3.62, 3.64]; and Information and records [3.76]
Also complies with Keeping Children Safe in Education 2022