

Extratime

# Registration & Collection Policy - ASC

**extratime @ Hillside -**

From schools other than Hillside: Club staff will be at the school before the bell at the end of the school day with a list of children to be collected for that day. This list is taken from the bookings for that day, these are made in advance. The children are collected from their class groups and walked to Hillside School. Not more than 6 children per playworker will be allowed.

Hillside School: Children attending the after-school club will be escorted from their class groups to the designated classroom which will be the registration space for the club. They will meet with children escorted from the other schools and each child will be checked against the bookings for that day and entered into the register as present.

**extratime @ Woodingdean -**

Downsview School: Children attending the after-school club will be escorted from their class groups to the designated area which will be the registration space for the club. They will meet with children escorted from the other schools and each child will be checked against the bookings for that day and entered into the register as present.

Other Schools: Club staff will be at the school before the bell at the end of the school day with a list of children to be collected for that day. This list is taken from the bookings for that day, these are made in advance. The children are collected from the pupil reception area and walked to the ASC club. Not more than 6 children per playworker will be allowed.

**extratime @ St Luke's –**

Reception to Year 2: collected from classroom by extratime staff.

Years 3 & 4: staff will wait outside main entrance of Junior School to meet children for that session and escort to club.

Years 5 & 6: these children are expected to make their own way to club by walking through the Junior playground *not off school premises*. A member of staff will be waiting to sign them in at club.

*No child can attend a club without a completed registration form.  
This form must be completed and checked by the relevant supervisor  
before the session the child is to attend.*

*We encourage new parents/carers and children to visit the club  
and try out part of a session before they decide on whether to come.*

**Collection**

All children must be collected from the clubs by a registered parent/carers by 5.30pm (6pm at St Luke's) each day UNLESS the child is using home/school transport by prior arrangement.

If the collector is not recognised by staff as a named collector from the child's registration form, they will be asked for identification. If identification cannot be produced, or the collector is not registered, the child will not be allowed to leave with that person.

If your child's collector has to change at short notice, i.e. during that school day, the supervisor must be contacted on their mobile with full details of the person coming that day. We will request that this collector carries some form of identification.

We do not have a policy against young people collecting siblings but we would ask you to consider carefully the route home and the age of the young person collecting. If our staff are at all concerned about a collector's ability to escort the child/ren safely, they may approach you for a chat.

### **Lateness**

The after school clubs close promptly at 5.30pm (St Luke's 6pm) every day. The staff then have a short time to clear away all the equipment and review the session. This is a very busy and important time for the workers and not an extra half hour for childcare. There are issues about health and safety if playworkers are using cleaning materials while children are present. Late collection can often be a distressing thing for children, who are often anxious to be home at this time of day.

If you will be unavoidably late think:

1. Can I get someone else to collect for me?

*If yes:* contact the supervisor to let them know who.

*If No:* call the supervisor to let them know the situation.

2. If you are going to be late, the supervisor will make a decision about whether to stay on site with your child or move to another location. This will depend on how late you will be. If it is up to half an hour after 5.30pm they will stay at the school. The school is locked at 6.00pm. After 6.00pm the supervisor will accompany your child to a location you must decide upon. A neighbour or friends house locally.

If no-one turns up to collect a child and no-one telephones to explain:

1. From 5.40 pm (6.10pm St Lukes) the supervisor will telephone the registered alternative collectors.
2. If by 6.00pm (6.30pm St Lukes) no collectors can be contacted and there has been no other contact with a parent/carer, the supervisor will call the social service duty officer to inform them of the situation and will follow their advice on where to go with your child. This may be to a social service location or to a secure venue such as the central police station.
3. Every effort will be made to contact an appropriate person who can collect your child, however, if no-one can be contacted your child may be registered into care for the night for their own safety. Efforts will continue to be made to inform the parent/carer.

*The supervisor will not take children home with them in this situation.*

*This is for your protection and for theirs.*

These procedures look scary and official on paper but all the adults involved will be doing their best to make the experience as stress free as possible for your child. Involving social services is for safety and security, not in order to 'report' the parent/carer. There may be very good and reasonable reasons why this situation happens; and staff will not judge you or talk to others about the situation.

**Document version and review control**

| Date Written/reviewed                | Written by:  | Approved by Executive Committee: |
|--------------------------------------|--------------|----------------------------------|
| October 2009                         | Becky Jenner |                                  |
| Oct/Nov 2012                         |              |                                  |
|                                      |              |                                  |
|                                      |              |                                  |
| Document to be reviewed in June 2015 |              |                                  |