

POPPY OUT OF SCHOOL CLUB
PROCEDURE FOR THE BEGINNING AND END OF SESSIONS

A risk assessment is to be carried out daily to ensure equipment/room is safe for the children.

1. All children are to be signed in at the beginning of a session, if this is a breakfast club then the parent/carer MUST sign their child in and the time is to be recorded. At after school club a member of staff must sign and put the time of the children arriving at the club.
2. All children are to be signed out at the end of a session, and time noted.

Staff must always be informed by the parent/guardian if somebody else is collecting their child. We require a photo or password if someone other than the parent or carer is collecting the child if they are unfamiliar to staff.

Staff can refuse to let a child leave if they have not been told in advance of someone else collecting and if they do not know the person. In this case a member of staff must telephone the parent/carer to confirm who the identity of the person collecting the child.

Staff are to ensure that the room is tidied away at the end of a session and the toilets, kitchen area is clean.