



WOOSC Arrivals, Departures, Absences, and Safety Policy

Purpose

To ensure the safety and well-being of all children attending WOOSC sessions by implementing clear procedures for arrivals, departures, absences, and escorting between locations.

Scope

This policy applies to all WOOSC staff, parents/carers, and visitors during WOOSC operating hours.

Warm Welcome and Safe Departure

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

- All children will arrive via the main school entrance.
 - On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival.
 - The Club will be prepared in readiness for the children's arrival and all daily health and safety checks completed.
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Departures

- Parents will collect children via the main school entrance. On arrival they will be visually verified by a member of WOOSC staff and wait in reception for staff to bring children from the hall to reception to exit.
- WOOSC staff will sign children out, indicating the time of collection.
- If the child is to be collected by someone other than those named on the registration form, this must be communicated to a member of staff prior to the start of the session and recorded by the Club.
- Ideally, the adult nominated to collect a child must be one of those named on the registration form.
- On occasions an individual 14 or older can be authorised by the adult nominated on the registration form using Annex A. In emergency situations this can be verbally authorised with the lead playworkers approval.
- If someone arrives without prior notice to collect a child, the Club will telephone the parent/carer immediately.
- If the parent/carer or designated adult is going to be late, they must call the Club at the earliest opportunity. If the Club is not informed, the Uncollected Child Procedure will be activated.



- Permission for Year 5 children to leave the Club alone will be discussed between the Manager and parents/carers, based on age, maturity, and previous experience. Written consent is required before such arrangements commence.
 - No child under the age of 8 will be allowed to leave the Club unaccompanied.
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Absences

- Parents/carers must contact the Club in advance if a child will be absent.
 - If a child is absent without explanation, staff will contact parents/carers. If unsuccessful, the Missing Child Procedure will be activated, which may involve contacting the police.
 - Regular unexplained absences may indicate safeguarding concerns. Staff will investigate and, where necessary, complete SARF/CAF forms.
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Escorting Children Between School and Club

- A clear agreement will be reached between parents/carers, the Club, and the school regarding when responsibility for children's safety transfers.
 - The Manager will ensure a thorough risk assessment is carried out and regularly reviewed.
 - Accurate registers will be maintained and updated daily.
 - Appropriate meeting places will be established. Children under eight should be escorted directly from classrooms to the Club.
 - Two staff members will accompany any group, positioned at the front and rear.
 - Staff will confirm absences with school reception before collecting children.
 - If a child's whereabouts cannot be confirmed, the Missing Child Procedure will be activated.
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Staff and Visitors

- All staff must sign in and out, noting actual times of arrival and departure.
 - All visitors must sign in and provide:
 - Date
 - Full name
 - Organisation/reason for visit
 - Time in and out
 - ID check
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Compliance

All staff are responsible for adhering to this policy. Breaches must be reported immediately to the WOOSC Manager.



Annex A - WOOSC Child Collection Authorisation Form (Named Individual Aged 14+)

Important: This form **must be completed and signed** by the adult named in the child's registration pack and **submitted to the WOOSC Manager for approval before** the named individual may collect the child. Approval is **not automatic**.

1) Child Details

- **Child's full name:** _____
- **Date of birth:** ____ / ____ / ____
- **School/Class (if applicable):** _____
- **WOOSC session(s) this applies to (e.g., after school/summer club):**

2) Nominated Collector (Must be aged 14 or over)

- **Full name of nominated individual:** _____
- **Date of birth (must be 14+):** ____ / ____ / ____
- **Relationship to child:** _____
- **Phone number (primary):** _____ **(secondary):** _____

3) Collection Parameters

- **Effective from (date):** ____ / ____ / ____
- **Valid until (date or "ongoing"):** ____ / ____ / ____
- **Days/times authorised to collect (e.g., Mon–Thu after 5pm):**

Password/Codeword for collection: _____

The nominated individual must provide this password and acceptable ID at collection.

4) Safeguarding & Risk Considerations (Required if collector is under 18)

WOOSC will assess any safeguarding risks before approval, especially where the nominated collector is 14–17 years old.

- **Does the nominated individual have ongoing responsibility for younger siblings?** Yes No
 - **Expected route home / handover plan:** _____
 - **Is the child permitted to walk home with the nominated individual?** Yes No
 - **Any known risks or court orders restricting contact (attach details if applicable):**

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5) Medical & Emergency Information (for safe handover)

- Child's medical needs/alerts relevant at pickup: _____
- Emergency contact if parent/carer unreachable: Name _____ Phone _____

6) Parent/Carer Consent & Declaration

(To be completed by the adult named in the child's registration pack)

I, [name] _____, am the adult who completed the registration pack for the child named above. I authorise the **nominated individual identified in Section 2** to collect my child under the parameters set out in this form. I understand:

1. This authorisation is **subject to WOOSC Manager approval** and may be declined or withdrawn to protect the welfare of the child.
2. The nominated individual must be **aged 14+** and **present acceptable ID** and the **password/codeword** at each collection.
3. WOOSC may **refuse collection** if staff have safeguarding concerns, the individual appears unfit to collect or requested verification cannot be completed.
4. I will **immediately notify WOOSC in writing** to revoke or change this permission.

- **Parent/Carer name:** _____
- **Signature:** _____
- **Date:** ____ / ____ / ____
- **Phone:** _____ **Email:** _____

7) WOOSC Manager Review (Office Use Only)

A. Completeness & Checks

- Form signed by registration-pack adult: Yes No
- Child's details verified against registration records: Yes No
- Nominated individual DOB confirms 14+: Yes No
- Password/codeword set in system: Yes No
- Safeguarding notes reviewed (if under 18 nominee): N/A Yes

B. Decision

- **Approved** (with conditions, if any): _____
- **Declined** (reason): _____

Manager name: _____ **Signature:** _____

Date of decision: ____ / ____ / ____



8) Handover & Verification Procedure (For Staff)

1. Confirm **identity** of the nominated collector (acceptable ID + password/codeword).
2. Check **authorised day/time** and **validity dates** in the child's profile.
3. Record the collection in the **daily register** (collector's name, time, staff initials).

9) Data Protection

WOOSC is the **Data Controller** for the information on this form. We collect and process this data to safeguard children and manage authorised pickups. Data is kept **securely**, retained only as long as necessary, and shared **only where required by law** or to protect a child.

10) Revocation or Change of Permission (Parent/Carer)

To revoke or change this authorisation, please notify WOOSC **in writing** (email or signed note).

Effective from (date/time): ____ / ____ / ____ :

WOOSC staff log completed by: _____ Date: ____ / ____ / ____