

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Beech Green Out of School Clubs

Dropping Off and Collection of children

BREAKFAST AND AFTER SCHOOL CLUBS



Policy statement

Children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out the dropping off and collection procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

The following procedure applies to the dropping off of children at the setting for Breakfast Club

Any time from 8.00am - 8.50am

- The playground gate has the slide bolt across and the magnetic lock is activated.
- Parents/carers press the buzzer, which will be answered by a member of staff, the parents/carers identifies themselves to the member of staff.
- If the parents/carers are expected, the member of staff deactivates the gate lock to allow entry.
- The member of staff must ensure the gate is closed properly after the parents/carers have entered by checking on the monitor.
- The parent/carer must sign the child into the setting on the daily register.
- If the buzzer is activated by a visitor to the setting, the member of staff answering the buzzer must ensure they are aware of the identity of the visitor and where they are going after entering. If the setting leader is unsure of the purpose of the visitor and that visitor can not confirm their purpose satisfactorily, the setting leader must not allow entry to the school site.
- If allowed entry to the school site, the visitor must sign into the setting on the daily register.
- Older children, that have written permission to arrive alone, must inform a member of staff that they have arrived. That member of staff then signs them in on the register.
- Parents/carers and visitors leaving the setting will press the buzzer by the gate. A member of staff will confirm their identity by checking on the monitor, before deactivating the gate lock.

The following procedure applies to the collection of children from After School Club

Any time from 3.15pm - 6.00pm

- The playground gate has the slide bolt across and the magnetic lock is activated.
- When a parent/carer comes to collect a child from the setting they must press the buzzer, which will be answered by a member of staff, the parents/carers identifies themselves to the member of staff.
- If the parents/carers are expected, the member of staff deactivates the gate lock to allow entry.
- The member of staff must ensure the gate is closed properly after the parents/carers have entered by checking on the monitor.
- The parent/carer must sign the child out of the setting on the daily register.

- The member of staff must check there are no messages relating to that child before they leave.
- Parents/carers and visitors leaving the setting will press the buzzer by the gate. A member of staff will confirm their identity by checking on the monitor, before deactivating the gate lock.
- The member of staff must ensure the gate is closed properly after the parents/carers have left by checking on the monitor.
- Older children, that have written permission to leave alone, are signed out by a member of staff.

PLEASE NOTE:

- Only members of staff will answer the buzzer.
- Only members of staff will deactivate the gate lock.
- It is essential that members of staff identify who has pressed the buzzer before they deactivate the gate lock
- If OSC are unable to secure the site by locking the gate (e.g. parents evenings) children will only use the indoor play area.