



# High Five Club

## Arrivals and Departures Policy

Date of Policy Creation/Last Review	February 2023
Policy Lead	Emily Russell/Stacie Magnier
Date of Policy Adoption by Governing Body	March 2023
Frequency of Review	Annually
Review Due	February 2024
Policy Category	Wraparound Care

## **Arrivals and Departures for High Five Club**

Ensuring the children's safety and protection is paramount. For this reason, we have robust systems in place to enable the safe arrival and departure of children into the High Five Club.

### **On arrival to the High Five Breakfast Club:**

- The children will always be welcome and greeted by a member of staff
- On arrival, staff will register the children into the club

### **On arrival to the afterschool High Five Club**

- The children will always be welcomed and greeted by a member of staff.
- Junior children from Year 4 to 6 will meet a member of staff at 3:15pm at the designated meeting spot where they will be registered.
- Junior children in Year 3 will be collected from their classroom and escorted to the club by a member of staff where they will be registered.
- Infant children from Reception to Year 2 will be collected from their classrooms and escorted to the club by a member of staff and registered on arrival.
- Nursery children will remain in the Nursery classrooms where the club is held and registered along with the other Infant children
- If there are any children who are unaccounted, we will:
  - seek a member of school staff to ask about the absence
  - we will phone the parents/carers of the child to ask about the absence of the child

### **Departure from the High Five Breakfast Club**

- Children in the High Five Infant site will be escorted to their classroom by a member of staff and will not be released until a member of school staff has received them.
- Children in the High Five Junior site are let on to the playground ready to line up in their class lines. Staff will stay on the playground once the bell has gone and staff have collected their classes.
- The children at both Infant and Junior High Five Club are signed out on departure.

### **Departure from the afterschool High Five club**

- Children in the High Five Infant and Junior site will be signed out by a parent/carers collecting.
- A child will not be released into the care of the collecting adult unless they are known by staff and authorised to do so

- A list of adults who can collect a child will be received on registration to the club.
- Where an adult who is not on the authorised adults list is due to collect, parents/carers must inform the club so to give permission. A child will not be released to an adult who does not have parents/carers authorisation.

### **Equality**

This policy adheres to all the principles, aims and objectives set out in the Newport Infant School's Equality Policy