High Five Club
Arrivals and Departures Policy

Date of Policy Creation/Last Review	September 2025
Policy Lead	Emily Russell/Stacie Magnier
Date of Policy Adoption by Governing Body	November 2025
Frequency of Review	Annually
Review Due	September 2026
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.

<u>Infants High Five site</u>

On arrival to the High Five Breakfast Club:

- All children **must** be escorted by parents/carers to the back of the school, to the school hall.
- The children will be greeted by a member of staff at the door.
- On arrival, staff will register the children into the club
- Breakfast is served until 8.30am and a range of activities are on offer to do throughout the morning.

Departure from the High Five Breakfast Club

- All children are dropped off at their classrooms by a member of High Five staff.

On arrival to the after school High Five Club

- The children will always be greeted by a member of High Five staff.
- Infant children will be escorted to the club by a member of school staff and registered on arrival.
- Nursery children will remain in the Acorn classroom where the club is held and registered along with the other reception children from Newport Infants.
- If there are any children who are unaccounted for, we will: Seek a member of school staff to ask about the absence, if we are unable to confirm this, we will phone the parents/carers of the child.

Departure from the after school High Five club

- Children in the High Five Infant site will be signed out by a parent/carer 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 to give permission. A child will not be released to an adult who does not have parents/carers authorisation.

Junior High Five site

On arrival to the High Five Breakfast Club:

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

Departure from the High Five Breakfast Club

- Children in the High Five Junior site are let on to the playground to line up in their class lines. Staff will stay on the playground until the bell has gone and NJS staff have collected their classes.
- The children at Junior High Five Club are signed out on departure.

On arrival to the after school High Five Club

- Junior children will make their way over to the High Five building, where they are greeted by staff. A member of the High Five team will do a register, and the children will go inside the building.
- If there are any children who are unaccounted for, we will: Seek a member of school staff to ask about the absence. If we are unable to confirm this, we will phone the parents/carers of the child.

Departure from the after school High Five club

- Children in the High Five Junior site will be signed out by the parent/carer 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 to give permission. A child will not be released to an adult who does not have parents/carers authorisation.
- In the unlikely event of an adult turning up to collect a child and we haven't had pre notification, we would keep the child in club whilst we make contact with the parent/carer.