

# Wraparound

## Arrivals, Departures and Attendance

Wraparound recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded accurately on the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

This policy is to be read in conjunction with our **Safeguarding policy**.

### Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival. Children in KS1 will be taken to their classroom by a member of staff. Children in KS2 will be allowed to leave the studio/hall and go straight to their classroom.

### Departures

- Staff will ensure that the time of collection is recorded.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

### Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers or the school to check where the child should be.

This policy was adopted by:Wraparound	Date:September 2025
To be reviewed:September 2026	Signed:Nicole Duke

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Child Absences [3.11 - 3.12], Organising premises for confidentiality and safeguarding [3.72] Information and Record Keeping [3.77],*