

Voyage @ Flash Ley

ARRIVAL/DEPARTURE OF CHILDREN POLICY

AIM

To ensure all children within our settings are safe and protected from harm.

OBJECTIVES

- The children are registered at the beginning of every session. Children in Voyage are signed out at the end of a session by a parent/carer or designated person
- Voyage staff members are named on the registers
- All parents/carers are required to inform staff, in advance if possible, should they wish to collect their child outside normal collection times
- Children are not allowed to leave the premises unless accompanied by a known adult, or having written permission from a parent/carer to say otherwise
- Staff at Voyage must have prior knowledge of any changes to the normal collection routine of a child. Details and description of the adult will be required including a 'personal password'
- Voyage staff members **must** be kept informed of up to date contact numbers, in case of an emergency
- Wherever possible, a child's key person endeavours to be aware of any issues for concern in the life of an individual child, at home or elsewhere which may have an effect upon their arrival or departure routines
- KS2 children attending Voyage, whose parents wish them to walk home without adult supervision, are required to give written permission. (Forms can be provided)

	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	

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