

Arrivals and Departures Policy

General

Study Right 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 Study Right through an online portal, and that any arrivals or departures are recorded in a register. The register is accessible by all tutors on the premises at all times. In addition, we conduct a headcount during the session to ensure all students are still in the sessions throughout.

Arrivals

Our staff will greet each child warmly on their arrival at the learning centre and will record the child's attendance on the daily register straightaway.

Departures

- 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 Study Right 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 Study Right if they will be late collecting their child. If Study Right is not informed, the Uncollected Children Policy will be followed.
- Children over the age of eight will only be allowed to leave Study Right alone at the end of the session if Study Right has discussed this with the child's parents and has received their written or verbal consent.
- Children below the age of eight will not be allowed to leave Study Right unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify Study Right 24 hours in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school, the manager will contact the police.
- Study Right will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

[Written in accordance with the Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]]