



'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'

Review date: May 2026

Arrival at the Club

Policy Statement

It is Bright Star club's policy to ensure all children feel welcomed and secure throughout their time at the club.

Procedures

On arrival at the club the children will be encouraged to be independent. Any new children will be introduced to the manager and support staff and shown where the toilets are.

Once the children have settled down, a register will be taken at 3.30pm (to allow for all children to arrive at the club) and a mark will appear against their name to show that they are attending the session. The total number of children attending the club will also be recorded on the register.

At the end of the register, the manager will check to see if anyone is unaccounted for. If there are any children missing, the lost child procedure (See the Lost Child Policy) will be put into place. Firstly, the manager/support staff will check with the school's administrator to find out whether the missing child attended school that day. If the child did attend school, the manager/support staff will check around the school and ask the class teacher before contacting the child's parents/ carers. If the manager is unable to get in contact with the parents/ carers or the emergency contact, the Police will be called. A full report of the incident will be recorded and filed.



If there are children attending the club but have not been booked in, the parent/carer will be contacted to either collect the child (depending on staff ratios) or to ascertain whether the child will be staying at the club. If the manager is unable to contact the parents/carers, the child will remain in the club until alternative arrangements have been made. The headteacher will be informed that no parent/carer has collected the child after school.

If any children are attending another club, before they come to Bright Stars Club, the school office will let the manager know. This will be marked on the register so that staff will know where children are at all times. The manager will also be informed about what time the school club finishes. Children from Foundation and KS1 will be escorted to Bright Stars afterwards whilst KS2 children will make their own way.

It is the parent/carer's responsibility to inform the club if the child will not be attending a session they are booked in for.

Visitors to the club will be asked for ID and to sign in using the schools visitors' book system. They will also be asked to wear a badge to identify to staff and children that they are a visitor to the club. All visitors will be made aware of the club's fire procedures, risk assessments and the location of the toilets.

It is Bright Star's duty to safeguard the welfare of children. Therefore, anyone who is not an identified visitor or is not recognised by the manager or support staff, will be asked to leave the school premises. If they refuse to leave, the police will be called.



This policy will be reviewed annually

This policy was updated May 2024

Signed

(Chairperson)