

On arrival to the setting children will be helped to put away their belongings and chose and appropriate activity. New children will be introduced to staff and informed of the routines, facilities and expectations of the setting.

If a parent/carer wishes their child to attend another of the after school activities, but still needs them to come to the After School Club, the Admin Staff must be told by the parent/carer. The Admin Staff will let the Aftercare Staff know before the activity that they are going to another club, and the time it finishes. This will be marked on the register so that staff will know where children are at all times.

On arrival to the Aftercare the children self-register (each child has a signing in card). Should a child who is pre-booked into the setting not register, staff will make immediate contact with the Office to ascertain the child's whereabouts. It is the parent/ carer's responsibility to inform the Office if the child will not be attending the session.

If the child attended school that day the setting will follow the School's **Missing Child Policy**.

Visitors to the club will be asked for ID and to sign the visitors' book. 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 Clubs safeguarding and fire procedures, risk assessments and the location of the toilets.

It is St. George's After School Club's duty to safeguard the welfare of children, therefore anyone who is not a visitor to the After School Club, or is not recognised by the After Care members of staff, will be asked to leave the school premises. If they refuse to leave the Police will be called.

**This procedure was reviewed January 2017**

**This procedure will be reviewed January 2018**