

# Arrivals and Departures

FACEvents runs a variety of different sessions at a number of different sites - there are some elements that are the same across the board, but others may differ depending on the type of session and location - these differences can be found on the table further on.

## HOLIDAY CAMPS/CLUBS

### Arrivals

Children are dropped off at a reception desk or front gate positioned by the main entrance. They are signed in by a member of staff at the handover; routinely this will be through the central online system meaning a time is automatically recorded, if however this is not the case, the person dropping off must sign and record arrival time.

### Departures

Children should be collected from the reception desk or front gate at the main entrance- a FACEvents staff member will collect the child(ren) from whichever activity they are doing; parents/carers are not permitted to enter the premises further than this point, unless supervised by a staff member.

Children will be signed out through the same system as stated on arrivals.

If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff. The parent/carer must complete and sign a consent form which will include the date, child's name, the name of the person collecting and an agreed password; they may also call or email throughout the day to make this arrangement.

*A FACEvents staff member will check the name of the person on arrival and the correct password must be given before the child is released.*

*Holiday Club:* If your child is booked until 3.30pm and you wish to extend this to 5.30pm, please contact FACEvents to change your collection time; an additional charge will be payable on the day for the later finish.

Parents/carers may give written permission for children over 10 years of age to leave unsupervised; this must include an agreed time of departure. A member of staff will sign out children who leave unaccompanied. For Sports Clubs, parents may grant permission for their child to walk home via an email directly to FACE or to the school, depending on the booking process.

### **AFTER SCHOOL CLUBS**

	Arrivals	Departures
All Sessions	A register is taken at the start of sessions, whether this be paper or on the electronic system.	Children are signed out, whether this be paper or on the electronic system.
Aldryngton ASC	Children remain with their teachers until a FACEvents staff member collects them - teachers then sign to confirm handover. An online register is complete at the earliest opportunity.	Parents/guardians collect from the gate at reception; they call on arrival. A FACEvents staff member will escort children to this location and sign out the child electronically.
St.Martins ASC	All children make their way to the school hall where they are greeted by FACE staff members, children are signed in electronically.	Parents/guardians collect from the school's front door; they call on arrival. A FACEvents staff member will escort children to this location and sign out the child electronically.
Sports ASC	KS1 children are escorted by their class teacher to an agreed location and handed to FACEvents staff. KS2 children are released by their class teacher to walk to an agreed location. The FACEvents staff member will complete a paper register at the start of each session.	Children are ticked off on the paper register as they are released to a parent/guardian or appropriate adult - this is an agreed location (either entrance gate or reception area).

In the event there is a child not accounted for FACEvents staff will liaise with the school staff to determine their location - If working alone at a sports ASC, we will send a suitable child/ren to find a teacher to aid in this process. If a child is deemed to be missing, the school's missing child procedure will be activated and FACE will assist where necessary.