



## **Sign In/Sign Out Procedure**

When parents drop children off at our holiday clubs, we sign the children in ourselves. We also check we have all information with regards to parent and child.

For example:

- Full Name
- Age
- Contact Number
- Medical Information
- Photo Consent

We then make sure all children are accounted for and signed in. The register will then be put somewhere safe. This will be kept inside and will be out of the reach of children. All staff will have access to the register if it is needed.

At our camps, we have some children who attend our early start and late stay club. This is an additional time slot to the normal day and there are certain changes that happen. The early start children will be let in the main gates at 8:30. The children will be dropped off and registered and will remain inside the learning lodge. At 9, the gates will be locked shut. At around 9:55 the gates will be reopened to allow the children who are attending the core part of the day to enter the premises. The gates will be shut throughout the day and reopened again at 3. Children will be picked up at the time. At 3:15, the gates will be locked again. Some parents will be picking children up between 3 and 5:30. These children are attending the late stay part of the day. Our policy is that the gate will be shut at all times during this period. We will have our own padlock on the gate. Parents will be given the code to the padlock and will be told to lock the gate again once they enter and when they leave. The padlock code will be changed regularly and parents will be continually updated with the new code if they need it.

Children that are being signed out will be ticked off by a member of staff. We do not require a signature for signing in and signing out. Any medication that has been signed for will need to be signed out if the parent is taking the medication home with them. This can be found in our Policy folder.

At our lunchtime clubs, we will take a register to make sure we have all children that we should have. Due to the children being on the school premises, it is not

essential that we sign the children out. As long as we make sure they are heading back to class, it is fine.

At our after school clubs, we will take a register to make sure we have all children we should have. Just like our holiday clubs, we do not require a signature for signing out. It is our duty to make sure all children are collected by the correct parent or carer.