



Take 2 Cornwall

Arrivals and Departures

Take 2 Cornwall recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children/young people in our care.

The manager will ensure that an accurate record is kept of all children/young people attending Take 2 Cornwall, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Escorting young people to Take 2 Cornwall

- Take 2 Cornwall and school/relevant educational settings/carers/parents have a clear agreement concerning the transfer of responsibility for children's/young people
- We have risk assessed the transport used to escort young people to Take 2 Cornwall and review it regularly. This is agreed by all concerned parents, carers /educational settings.
- Take 2 Cornwall pick up from both home or educational setting, this is agreed in the young person's provision plan.

Arrivals

Our staff will greet each child/young person warmly on their arrival at Take 2 Cornwall and will record the young person's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff will ensure that they sign children/young people out before they leave to transport them home or to go on to another activity off site.
- Young people 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 young person, the young person's parents or carers must inform Take 2 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 Take 2 Cornwall if they will be late collecting/receiving their young person at home if transported by Take 2 Cornwall. If Take 2 Cornwall is not informed, the **Uncollected Children/Young people** will be followed, or if transporting home, staff will remain with young person until able to hand over responsibility for the young person's safety to a named adult on the registration form,
- Children/young people over the age of eight will only be allowed to leave Take 2 at the end of the session if Take 2 have discussed this with the child's/young persons parents and have received their written consent.
- Children below the age of eight will not be allowed to leave Take 2 Cornwall unaccompanied.



Absences

- If a young person is going to be absent from a session, parents/carers must notify Take 2 Cornwall in advance.
- If a young person is absent without explanation, staff will contact the parents or carers and the school to check where the young person should be. If staff still have concerns about the young person's whereabouts after attempts to contact the parents and the school the manager will contact the police.
- Take 2 Cornwall will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a young person and their family might need additional support.

This policy was adopted by: Take 2 cornwall	Date:01.09.2021
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Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63, 3.65]; and Information and records [3.77]