



# Meltham School's Out

## Access and Egress Policy

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Policy Author:	C. Stannard		
Approved by:	Meltham School's Out Committee		
Review Date:	September 2026		

### 1.0 Aims

The aims of this policy are:

- to define the systems in place to control movement of people, including staff, children, parents, volunteers and visitors, into and out of the club to ensure that the club is a safe and secure environment for the children in the care of the club.
- to define the procedure in the event of an uncollected child
- to define the procedure in the event of a missing child

### 2.0 Roles and Responsibilities

- It is the responsibility of the club manager to ensure that everyone is aware of this policy and is familiar with the access and egress procedures.
- It is the responsibility of all staff, children, parents, carers, visitors and volunteers to comply with this policy and related procedures.

## 3.0 Policy

### 3.1 Security

Meltham School's Out has robust systems in place to ensure the safe arrival and departure of the children in its care.

The club is located within the Meltham CE School building. External doors that access unfenced areas of the premises are controlled by push buttons, operated only by adults. Children are regularly reminded that only staff or parents/carers can operate the door-release. Additionally, there is an intercom system linked from the exterior of the main entrance into the main club room.

Children are not allowed to leave the club premises during the session unless prior permission is given by the parents (for example, to attend other extra-curricular activities). During club sessions all external doors are kept secured, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the session, and a member of staff is deployed on 'door duty' each week. Regular head-counts are also carried out throughout the sessions.

The club also makes use of the adjacent 'servery' for the purpose of eating breakfast and snack, as well as other club activities. There is always at least one member of staff present when children are using this area. Staff use walkie-talkies to communicate between rooms to ensure that staff:child ratios are maintained.

Walkie-talkies are also used during outdoor play if the Key Stage 2 playground is used. Regular head-counts are also carried out during these times, and children must inform a member of staff if they are going in/out and this information is communicated via the walkie-talkies.

### 3.2 Arrivals and Departures

- An accurate record is kept of all children in the club for each session, and all arrivals or departures are recorded in the register, which is kept in an accessible location on the premises at all times.
- A formal register is taken at the beginning of each afterschool club session.
- Regular headcounts are carried out during each session.
- Class teachers and school staff are regularly provided with a list of children that are expected at each session throughout the week.
- Staff must sign in on arrival before a session and sign out before exiting the club after a session. Staff sign in and sign out on the main register so that this can be easily accessed in the event of an emergency evacuation.

#### 3.2.1 Arrivals:

- For breakfast club sessions children are greeted by a member of Meltham School's Out staff and are signed into the club by their parent/carer.
- For afterschool club sessions, EYFS children are collected from their classrooms by a member of staff and met by another member of staff and other Key Stage 1 children in the neighbouring library area. Key Stage 2 children make their own way from their

classrooms to the club room and are checked on the register on their arrival.

- Club staff greet each child on their arrival at afterschool club and immediately record the child's attendance on the register including the time of arrival, if this is different from the usual school finishing time (3.15pm).

### **3.2.2 Departures:**

- For breakfast club, EYFS and Key Stage 1 children are escorted to their classroom by at least 1 member of Meltham School's Out staff and Key Stage 2 children make their own way from the main room to their classroom at the start of the school day.
- For afterschool club, all children are collected by their parents/carer or an adult who has been given written authority to do so and staff ensure that each child is signed out before they leave.
- Children of high school age or above may collect a child from the setting with parents'/carers' prior written permission.
- In exceptional circumstances, if the parent/carer requires another person who is not listed on the registration form to collect their child, the child's parent/carer must inform the club in advance and provide a name and a description/photograph of the person collecting.
- If any staff have concerns regarding the person collecting, parents/carers are contacted for confirmation.
- Parents/carers agree to notify the club if they are late collecting their child. If the club is not informed, the Uncollected Children Procedure (Appendix 2) is followed.
- Parents/carers who persistently collect children late are reminded that they may lose their place at the club.

### **3.3 Absences**

- If a child is going to be absent from a session, parents must notify the club in advance.
- If a child is absent from afterschool club without explanation, staff contact the parents/carers and the school to check where the child is. If staff still have concerns about the child's whereabouts after attempts to contact the parents/carers, emergency contacts and the school, the Missing Child Procedure (Appendix 3) is followed.
- Details of any prolonged and/or unexplained absences are passed on to the school and monitored.

### **3.4 Visitors and Other Adults**

Meltham Schools' Out staff controls which adults have access to the club room in order to ensure a safe and secure environment for the children in its care. In the event of a visitor/contractor/other adult needing to be in the room during club opening hours, the Visitors and Other Adults Procedure (Appendix 4) is followed.

## 4.0 Appendices

### 4.1 Ofsted Contact Details

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone: 0300 123 1231 (general enquiries) 0300 123 4666 (complaints)

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## 4.2 Meltham School's Out Uncollected Child Procedure

If a child is not collected at the end of an after-school club session and the parent or carer has not notified us that they will be delayed, the 'Uncollected Child Procedure' is followed.

While waiting to be collected, the child is supervised by at least two members of staff; one of which must be a member of management.

- Up to 15 minutes late:
  - Remind the parent/carer when they arrive that they have a responsibility to notify the club if they are delayed.
  - Inform parent/carer of the penalty charge that has been incurred (£20 for every 15 minutes late).
  
- Over 15 minutes late:
  - Management to try to contact the parent/carer
  - If there is no response from the parent or carer, leave a message requesting that they contact the club immediately.
  - Management to try to contact the emergency contacts listed on the child's registration form.
  - Remind the parent/carer when they arrive that they have a responsibility to notify the club if they are delayed.
  - Inform parent/carer of the penalty charge that has been incurred (£20 for every 15 minutes late).
  
- Over 30 minutes late:
  - If no contact has been made with the parents/carers after 30 minutes, a member of management must contact the local Social Care team for advice.
  - The child remains in the care of two of the club's staff, on club premises if possible, until collected by the parent/carer, or until placed in the care of the Social Care team.
  - If it is not possible for the child to remain at the club's premises, a note will be left on the door of the club informing the child's parent/carer where the child has been taken (EG into the care of a safeguarding agency) and leaving a contact number.
  - A further message will be left on the parent or carer's telephone explaining events.
  - A Record of Concern is completed.

### **4.3 Meltham School's Out Missing Child Procedure**

Staff at Meltham School's Out are continuously alert to the possibility that a child could go missing during sessions, or during the transition between finishing school and arriving at the club. To minimise the risk of this happening, staff carry out periodic head counts during all sessions, and take a full register at the beginning of every after-school club session.

If a child cannot be located, the 'Missing Child Procedure' is followed:

- Inform all staff that the child is missing.
- Conduct a thorough search of the premises and surrounding area, while the child's parents/carers are being contacted by another member of staff.
- Leave voice messages, and telephone the other emergency contacts listed if the child's parents/carers do not answer the call.
- As normal a routine as possible is maintained for the rest of the children at the club.
- After 10 minutes, inform the police.
- Staff continue to search for the child whilst waiting for the police and parents/carers to arrive.
- Club manager to liaise with the police and the child's parent/carer.
- Record the incident on an Incident Form.
- Review the incident and any relevant policies/procedures to identify and implement changes as necessary.
- If the police or Social Care are involved in the incident, the club manager must inform Ofsted.

#### **4.4 Meltham School's Out Visitor and Other Adults Procedure**

Meltham School's Out is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club, we need to ensure that this will not have a detrimental effect on the children, and that the person in question has a valid reason for visiting the club. Accordingly, when a visitor arrives at the club, we will follow the procedure set out below.

- The identity of the visitor is checked and recorded on the Visitor Log on entry, along with the reason for the visit.
- If staff are in any doubt as to who a visitor is, they must use the intercom system to ascertain the identity of the person and the reason for their visit before allowing access.
- If staff require further reassurance of the identity of the visitor, the employing organisation of the visitor is contacted (EG Ofsted, Local Authority, Environmental Health Department, etc.) for further confirmation. If this is not possible, staff seek the advice of the club manager.
- All visitors to the club must sign the Visitor Log.
- Visitors are never left alone or unsupervised with the children.
- If a visitor has no reason to be on the club's premises staff must ask them to leave.
- The police are called if the visitor refuses to leave. In such an instance, an Incident Record is completed and the manager is notified.
- When a visitor leaves the premises, the time of departure is recorded on the Visitor Log.