

# **CAMBO WRAPAROUND**

## **Safeguarding and Promoting Children's Welfare**

### **BOOKING-IN AND TRANSFER INTO AFTERSCHOOL POLICY**

#### **POLICY STATEMENT**

Cambo Wraparound will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

#### **Booking in procedures for Afterschool.**

All children who attend our Afterschool need to be registered with the setting. The forms include information such as child's name, address, medical history, dietary requirements and cultural beliefs. The information given on these forms ensures the best possible care is given whilst in our setting. All information and records held by Cambo Afterschool are protected and kept in a locked filing cabinet; this information is strictly confidential under the Data Protection Act (1998).

Children can be booked into Afterschool via:

- Wraparound mobile number: 07887409641.
- email address: cambowraparound@hotmail.co.uk.
- In person.

To ensure smooth running of the facility, emails, text messages and voicemail will be checked at set times of the day Monday to Friday, these times are 8.30-8.45am, 1-1.15pm, 2.45-3pm, and confirmation will be sent back. This procedure will be carried out by the leader of Afterschool.

However as technology can sometimes be very temperamental! We advise parents if they do not receive a confirmation, to assume that their message has not got through and to ring the Wraparound mobile number again. If they still cannot get through we advise parents to ring the school office.

Verbal confirmation will be immediate and the child's name will be added to the Wraparound diary, (again this will be checked at the above set times).

To ensure clarity and future reference the staff member dealing with the booking will initial beside the child's name in the bookings file and record the method of communication used.

Occasionally children may think they are in Afterschool and can become quite upset when there is no record of staff being contacted by parents. Please note if for any reason we are unsure as to whether a child is booked in or not Afterschool staff will ring parents for confirmation

If it is uncertain whether a child is attending Afterschool then staff will ensure their safety and well being until parents are contacted.

For Data protection the afterschool phone and diary must remain in school at all times and messages/emails related to bookings will only be dealt with at the above set times, Monday-Friday (therefore if you require to speak to a member of wraparound staff **urgently** we advise parents to contact the school office).

### **Procedure for transfer of children from School into Afterschool**

Each day a member of staff is allocated to collect all children booked into the Afterschool session and is responsible for them to be escorted into Afterschool. A role call in Afterschool is taken and the Afterschool register must be signed by the member of staff.

### **Collection of children from Afterschool**

Parents are asked to access Afterschool from the Pre-school entrance, all children must be collect by 6.00pm at the very latest.

All children must be signed out of Afterschool by one of the people authorised to do so on the registration forms, it is the responsibility of the person collecting the child to insert the time of collection for billing purposes and to make sure they sign the diary.

If children are not collected by 6pm then the procedure for non collection of a child and late collection fee policies must be followed, please see relevant policies for this.