**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **STAFF COLLECTION OF CHILDREN POLICY**

1. **A staff member will collect reception, year 1 and year 2 from their classroom or they will be brought to us by their teacher or LSA.**
2. **All children to arrive at the club by 3.00pm, whether with a staff member or independently.**
3. **KKC Manager/Deputy will take an attendance register to check everyone has arrived safely.**
4. **KKC Manager/Deputy to liaise with school office or teacher if any of the children do not arrive within a few minutes.**
5. **If all children are not accounted for and it has been checked that they were in school, it must also be checked that they are not involved in any other afterschool activities. The KKC Manager/Deputy will contact the parent/carer using the emergency contact numbers. If a child is not located, the Police will be called after a reasonable amount of time has elapsed in tracing them.**
6. **Any child/children with arrangements other than collection from Knightwood Primary School who do not arrive at the club shall be treated in the same way as point 5.**
7. **All staff shall be clearly identified by wearing one of the blue Knightwood t-shirts or hoodies .**

**POLICY START DATE ……………………………… Ist SEPTEMBER 2000**

**POLICY REVIEWED DATE ………………………. 13th AUGUST 2015**

**POLICY REVIEWED DATE ………………………… JANUARY 2024**