

## Camp Ally Pally

### Arrivals and Departures

Camp Ally Pally Ltd recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children attending the Camp, 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.

#### Arrivals


Our staff will greet each child warmly on their arrival at the Camp and will record the child's attendance in the daily register straightaway.

#### Departures

- Children 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 child, the child's parents or carers must inform the Camp in advance and provide a description of the person (including photo where possible) 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 the Camp team if they will be late collecting their child. If the Camp is not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave the Camp alone at the end of the session if the Camp team has discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave the Camp unaccompanied.

#### Absences

- If a child is going to be absent from a booked session, parents should notify the Camp team in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.

This policy was adopted by: Camp Ally Pally Ltd	Date: 05/01/2023
To be reviewed: 05.01.2024	Signed:  _____ Leonidas Andronicou