



Arrivals and Departures

Planet Warriors Kids Club recognises the importance of having robust systems and procedures in place to ensure the safe arrival and departure of the children in our care to and from the schools they attend.

Escorting children from and to the Club - The Walking Bus

General Principles

- **Adult-to-Child Ratios:**
 - The ratio of adults to children is crucial for safety. Typically, we will have a ratio of one adult for every 6 children.
- **Pre-Planning the Route:**
 - All our routes are planned and risk assessed in advance. We will choose the safest route, avoiding busy roads and intersections where possible as well as maximising use of traffic lights and pedestrian zebra crossing.
 - Work with the community to ensure the route has well-maintained pavements or paths.
 - Perform trial walks to identify potential hazards and incorporate into the risk assessment and mitigation plan, reviewing periodically to ensure they remain up to date.
- **Safety Procedures:**
 - Teach and rehearse road safety rules with the children, such as looking both ways before crossing the street and understanding traffic signals.
 - Have children wear brightly coloured high visibility safety vests to increase visibility. The vests include PWKC's logo as well as the phone number.
 - Ensure all children are accounted for before leaving and upon arrival.
- **Walking Formation:**
 - Use a "buddy system" where children are paired to help keep track of each other.
 - Position adults at the front, middle, and back of the group to monitor all children effectively.

- Emergency Preparedness:
 - Carry a first aid kit and have at least one adult present who is trained in first aid.
 - Have a mobile phone available for emergencies.
 - Inform another staff member of the route and expected return time.
- Behavioural Expectations:
 - Set clear rules for the children regarding behaviour during the walk, including voice levels and staying within the group.
 - Practise the walk with the children, emphasising staying together and following the leaders.
- Weather Considerations:
 - Check weather conditions beforehand and prepare accordingly with necessary clothing or gear (e.g., sun hats, OUTSY rainsuits).
 - In wet weather, children will wear waterproof OUTSY rainsuits with PWKC's printed logo.
 - Have a backup plan in case of sudden unfavourable weather changes.

Specific Arrangements

- The "Walking Bus" approach will be used for the three local schools we will be serving (HWPS, TDJS and TDIS). That said, and given the longer distance to be covered, Reception and Year 1 children will be transported from and to our setting in a minibus.
- When transporting children by minibus, our highest priority is their safety and adherence to legal standards. We ensure that each child is securely fastened in a suitable seat, using the appropriate seat belts or child restraint systems as required. We maintain a vigilant adult-to-child ratio of at least one adult for every eight children, which allows for diligent supervision and swift action in case of an emergency. All minibuses are regularly inspected to confirm they are in optimal condition, and all drivers are thoroughly vetted and receive specialised training in transporting young passengers. Our procedures are designed to provide a secure and reliable means of transportation for the children in our care.
- Planet Warriors Kids Club and the schools will have agreements concerning the transfer of responsibility for children's safety.
- Specific procedures to be followed within the school gates will be designed to facilitate the drop off and collection of children.
- The club will share the typical week of attendance register with the schools. Any ad-hoc bookings will be shared at the time of collection.
- The meeting places and procedures for each individual school will be shared with parents and the team prior to the first day.
- The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register with magicbooking. The

register is available in magicbooking for any member of staff. In addition we conduct regular headcounts during the session.

- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school. If they were present but their whereabouts is still not known, staff will immediately implement the Missing Child Policy and alert the designated contact at the school so that they can assist in finding the child.

Arrivals

Our staff will greet each child on their arrival at the Club and will record the child's attendance on the magicbooking register, including the time of arrival.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children will only be allowed to be collected by an adult who has been authorised to do so on their magicbooking account.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the Uncollected Children policy will be followed.
- Children over the age of eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their consent on their magicbooking account.
- Children below the age of eight will not be allowed to leave the Club unaccompanied.

Outings

Absences

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

This policy was adopted by: Planet Warriors Kids Club	Date: April 2024
To be reviewed: July 2025	Signed: Laura Pring

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Premises [3.63]; and Information and records [3.77]