



PH CAMPS

Arrivals and Departures

PH Camps 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 in the club and that any arrivals or departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

Escorting Children to the Club

- For breakfast clubs, it is the responsibility of the parent to ensure the safe arrival of their children to our club.
- We encourage all parents/carers to escort their children to the drop-off point at the club.
- If a child is booked into the breakfast club but does not arrive, PH Camps will contact the child's emergency contacts to check on their whereabouts. If the whereabouts of the child are not known, staff will contact the DSL/DDSL for further advice.
- For after-school clubs, we will arrange with the school a bespoke procedure for escorting children to our club.
- Children who make their way to the after-school club will meet at the club's central hub within the school where they will be met by a member of staff.
- If a child is booked into after school club but is not at the collection point, we will check whether the child was present at school that day. If the child was not present at school that day or was collected by a parent/carer at the end of the school day (confirmed by a class teacher/school member of staff), the child will be marked as not attending and no further action will be taken. If the child has been dismissed by the school without a collector (authorised to walk home by themselves), PH Camps will contact the child's emergency contacts to check on their whereabouts. If the whereabouts of the child are unknown; staff will immediately implement our 'Missing Child Policy'.

Arrivals

Our staff will greet each child warmly on their arrival at the club and will record the child's attendance in the daily register straight away, 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 are collected by an adult who has been authorised to do so on their registration form.

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- 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 club in advance and a description of the person and the password that they will use. If the manager has any concerns regarding the person collecting, they will contact the main parent or carer for confirmation.
- 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 written consent.
- Children below the age of eight will not be allowed to leave the club unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the club in advance.
- 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. Any concerns will be reported to the DDSL/DSL.

Guidance on Children Walking Home Alone

There is no law that states what age children may travel to and from school unsupervised. The NSPCC suggests that parents should make their decision based on their child's maturity, ability and the safety and distance of their route to school.

PH Camps allow children over the age of 8 to walk home from our setting after discussion with parents and only when written consent has been received. We would suggest however, that in Winter months this might not be suitable due to darker afternoons and evenings. We refer parents again, to the guidance set out by the NSPCC when making their decision.

[Dropping off and picking up before and after school | NSPCC Learning](#)

As stated in the PH Camps Arrivals and Departures policy: For breakfast clubs, it is the responsibility of the parent to ensure the safe arrival of their children to our club'. All necessary steps, including ensuring a child has been collected and booked in by the PH



Camps staff member running the club in the morning, should be taken by parents / guardians.

Guidance on Children Collecting Children

There is no law determining the age at which a sibling can take/collect a child from school, and ultimately it is up to parents to decide whether they feel this is appropriate. It is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is likely to cause injury to health.

Many schools allow siblings over the age of 14 to collect a child, however the NSPCC suggests that the following should be considered:

- The maturity of all the children involved
- The length and nature of the journey home
- The behaviour of all the children involved
- The relationship between the children collecting and being collected.

PH Camps allow siblings/babysitters over the age of 14 to collect younger children after discussion with parents and only when written consent has been received.

At PH Camps, we recommend that parents/carers read the guidance set out by the NSPCC when making decisions about their children.

[Dropping off and picking up before and after school | NSPCC Learning](#)

PH Camps have produced the following good practice guide for parents who have given written permission for children over the age of 8 to walk home alone or written permission for a sibling over the age of 14 to accompany the child home:

- Make sure your child / older sibling knows their address and your telephone number by heart, in case they get lost or have to navigate home from somewhere new
- If your child / older sibling has a mobile phone, remind them to fully charge it before leaving the house, and make sure they have all your contact numbers saved
- Talk to your child / older sibling about road safety. They should always look both ways before crossing the street, and never be on their phone whilst crossing a road
- Remind your child / older sibling never to accept a lift from someone they don't know or let a stranger into the house. They should never give personal information away – in real life or online

- In the darker evenings during winter ensure your child / older sibling has a torch / light on their phone
- Remind your child / older sibling that if they feel unsafe or uncomfortable at any time, they can call you or a trusted adult
- If your child / older sibling ever feels like they're in immediate danger, they should call the police straight away on 999

This policy was adopted by: PH Camps	Date: 18/02/2025
To be reviewed: 17/02/2026	Signed: Hayley Collins

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023)