

# ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB  
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<b>Arrivals and Departures Policy</b>	
<b>Responsible Committee:</b>	CEO of ESCSC Dr Debora Elijah
<b>Policy Coordinator:</b>	Director of ESCSC Nivin Jaber
<b>Date revised:</b>	September 2024
<b>Next review date:</b>	September 2025

## **General Information**

This policy aims to ensure the safety of each child as they arrive at and leave the premises of The Elijah Social Cognitive Skills Centre (ESCSC).

When parents/carers are present in the building, the parents/carers are responsible for the care and wellbeing of their children.

## **Arrival of Children**

It is our duty to give a warm welcome to each child/family upon their arrival at The Elijah Social Cognitive Skills Centre.

As children arrive at ESCSC, staff will:

- Immediately record a child's arrival time in the daily attendance register using our online server registration system.
- Greet parents/carers and request any information from parents/carers concerning the child's physical and mental wellbeing or any other information which they feel needs to be shared with ESCSC staff.
- Staff will record any specific information provided by the parents/carers which will support the child's intervention and physical and mental wellbeing whilst they are at ESCSC.
- Ensure that a child that requires medication during the day the parents/carers have completed a medication consent form in line with the **Administering Medicines Policy**.
- Ensure that any forms for existing injuries/accidents that have occurred out of the setting are reported on the **Pre-Existing Injuries Form** in line with the **Accident and Incident Policy** are taken in and kept in record.

**When a child is at ESCSC in the presence of their parents/carers, the parent/carer are responsible for them during their stay.**

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## **Departure of Children**

**Children will be released only into the care of adults named on the registration contract.**

- On departure, each child will immediately be signed out by a staff member on the online server registration system to show that the child has left the premises.
- As soon as children are discharged to the parents/carers, they are no longer under ESCSC care, and the parents/carers are responsible for their safe departure.
- During the departure time, when feedback is given to the parents/carers, the child is under the responsibility of the parents/carers and ESCSC staff are not liable for the child's actions.

## **Collection of child/ren by alternative adult/carer**

Where parents/carers have informed and agreed with The Elijah Social Cognitive Skills Centre staff that an alternative named adult will be collecting the child, staff will ask parents/carers to ensure that the following is in place:

- **If another adult is to collect the child, the Elijah Social Cognitive Skills Centre must be informed in writing before the departure time. The parents/carers named on the registration contract should send an email to [pa@elijahsocialskills.co.uk](mailto:pa@elijahsocialskills.co.uk). The email should include the full name, relationship to the child and a clear image of the adult picking the child up.**
- On the day, parents/carers must inform staff working with their child that they will not be collecting their child at the end of the session and name the adult who will be collecting the child. **Only persons aged over 16 years will be allowed to collect a child unless that person is the child's parent.**
- Where possible parents/carers are advised to bring the named person/s to the Elijah Social Cognitive Skills Centre before they collect a child to introduce them to staff. This will help with identification if required later.
- Where necessary further checks may be required which may include contacting parents/carers directly by telephone to confirm the identity of the adult attempting to collect a child.
- Children will not be released into the care of any adult until Elijah Social Cognitive Skills Centre staff are satisfied that the adult has parental permission to collect the child/ren.

**The Elijah Social Cognitive Skills Centre recognises that in extreme circumstances there may be an occasion when parents/carers do not arrive to collect a child and have been unable to notify ESCSC staff that an alternative adult will be collecting their child. Under those circumstances, Elijah Social Cognitive Skills Centre staff will undertake the following steps:**

- Firstly, ESCSC staff will attempt to contact the parents/carers named on the registration contract and obtain a verbal verification and password of a named adult who can collect the child.

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- If the Elijah Social Cognitive Skills Centre staff are not able to contact the parents/carers, they will then contact all those named on the registration contract as emergency contact adults and make arrangements for the child to be collected.
- Where a named adult arrives to collect a child and is not known or recognised by staff, and the parents/carers have not given information before this, the parents/carers can provide a password, which they will also need to share with ESCSC before the pickup, so staff can use it to identify and ensure that the person collecting the child is the right person.

## **Self-arrival and self-departure of children**

### **Eligibility**

Children eligible for self-arrival and self-departure must meet the following criteria:

- Be of a minimum age specified by the facility (11 years old or older).
- Have written consent from a parent/carer.
- Demonstrate an understanding of safety rules and procedures.

### **Parent/Guardian Consent**

- Parents/carers must complete and sign a **Self-Arrival and Self-Departure Consent Form**.
- Consent forms must include emergency contact information and any specific instructions related to the child's arrival and departure.
- Consent must be updated annually or whenever there is a change in circumstances.

### **Arrival Procedure**

- Children should arrive between the designated arrival times for the start of their session (e.g. 3 PM).
- Upon arrival, children must check in with a staff member at the entrance of the Elijah Centre.
- A staff member will record the child's arrival time.

### **Departure Procedure**

- Children may depart only during designated departure times (e.g., 5 PM) unless prior arrangements have been made.
- Children must inform a staff member when they are leaving.
- A staff member will record the departure time and ensure the child has the necessary belongings.
- A staff member will inform the parents via text message or phone call of the time their child has departed from ESCSC.
- Children are required to leave the premises immediately after signing out and are not permitted to loiter on the property.
- After the children's departure, the Elijah Social Cognitive Skills Centre holds no responsibility for the children's wellbeing.

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## **Responsibilities of Children**

- Arrive and depart during the specified times.
- Check in and out with a staff member as required.
- Follow all safety rules and procedures.

## **Non-Compliance**

- Failure to comply with the self-arrival and self-departure policy may result in a review of the child's eligibility for self-arrival and self-departure privileges.
- Parents/carers will be notified of any non-compliance issues and may be required to attend a meeting with the CEO and/or Director of ESCSC.

If Elijah Social Cognitive Skills Centre staff are unable to contact anyone named on the registration contract, they will follow the procedure below:

### **Children who have not been collected at the end of their session**

In the event of children remaining uncollected beyond the end of the normal Elijah Social Cognitive Skills Centre opening hours, and Elijah Social Cognitive Skills Centre staff not being able to contact any emergency contact person/s named on a child's file we will wait at ESCSC for 45 minutes and continue to try and make contact.

If no contact has been made with parents/carers or emergency contact for a child within this time, Elijah Social Cognitive Skills Centre staff will contact the Multi-Agency Safeguarding Hub (MASH) Barnet on **020 8359 4066**. The MASH team are available Monday-Thursday 9 am to 5.15pm and 9am-5pm on Friday. Outside these hours, staff will report any concerns that need an immediate response to the emergency duty team on 020 8359 2000 and ask for their assistance.

The Elijah Social Cognitive Skills Centre staff ask for parents'/carers' cooperation around this matter. Where parents/carers think they are going to be late collecting a child at the end of their session, we ask that they inform ESCSC by phone.

### **We have a duty of care and responsibility to safeguard all children.**

**If we consider any person including a parent/carer is not in a fit state or is unsuitable to collect a child/ren we will contact one of the alternative named adults to come and collect the child. This includes any person coming to collect a child who appears to be under the influence of any substances, medication and/or alcohol.**

### **Review and Amendments**

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.