



Arrival and Departures Policy- Children attending Clubs

This policy highlights the systems in place to ensure the safe arrival and departure of the child when in our care.

The coach will ensure that an accurate record of all children attend the holiday club, this will be done using the club register. This is to be kept in an accessible location on the premises at all times. We will also conduct regular headcounts throughout the session.

Arrivals

Our staff will greet all children warmly on their arrival at the club and a register will be done at the start of each session to record their attendance.

Departures

- Children are to be collected by an authorised adult that has been mentioned on their registration form
- In exceptional circumstances, if the parent/guardian require another person who is not listed on the registration form to collect their child. They must inform the club in advance and provide a description of the person collecting and the password they will use. If there are any concerns the club will make contact with the parent/guardian.
- Parents/guardians are to inform the club if they are going to be late for collection. If we are not informed the Uncollected Policy will be followed.
- We will not allow any children who are in our care to walk home from our holiday club (Extra curriculum clubs will be an exception if permission is already with the school)

Absences

- If a child is going to be absent from a session parents are to notify the school or the club in advance
- If a child is absent without explanation; club staff will contact the child's parents/guardians. If any concerns arise, they will inform management. If they deem a concern, they will contact the police