



ARRIVALS AND DEPARTURES POLICY

SPORTITUDE LTD

This policy was adopted by: Sportitude Ltd	Date: 27/7/22
This policy reviewed by: Sportitude Ltd	Date: 1/10/24
Next review due:	Date: 1/10/25
Signed by the company director	Signed: Mark Griffiths





Sportitude recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The coaches will ensure that an accurate record is kept of all children in the session which will be completed by the child's responsible person online via the online booking system, and that any arrivals or departures are recorded in the register. The coaches always have access to this system. In addition, we conduct regular headcounts during the session.

Arrivals

Our coaches will greet each child warmly on their arrival at the session and will record the child's attendance.

Departures

- Coaches will bring all children to the designated hand over point. Here, the coach will ensure, one by one that each child is seen off to the person picking them up.
- Children are collected by an adult who has been authorised to do so on their registration form.
- Where a coach is not familiar with the person collecting a child, they will ask for the password the parent has registered on our booking system when they registered for the club.
- We will not allow any child to walk home on their own unless we have it in writing that they are allowed to do so.

Absences

- If a child is going to be absent from a session, parents must notify the session provider in advance, this could be the school or Sportitude directly.
- If a child is absent without explanation, staff will speak with the school if it's an after school club or make direct contact if it's a camp.
- Sportitude 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