



Super Star Sport

Arriving and Leaving

Super Star Sport West London recognises that the safe arrival and departure of the children in our care is paramount.

The coach will ensure that an accurate record is kept of all children in the club/camp, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts throughout the session/day.

Arriving

Our staff will greet each child warmly on their arrival and will record the child's attendance in the daily register straightaway, (including the time of arrival at camp). Parents must complete an online registration form prior to their child starting which also confirms the parent is happy to follow our medical processes in case of an emergency.

Parents must update any changes to contact information, medical information or other details by updating their child's information on their account.

After School Clubs

The After School club Staff will ensure the safe collection of the younger aged children which include, Reception, year 1 and year 2 classes. Whilst the older children will find their own way. If a child does not arrive it is the responsibility of the coach to confirm the whereabouts of the child.

Holiday Camps

Parents/guardians are to sign in their children when they arrive at camp, noting the time of arrival, and creating a password should someone different be collecting their child at the end of the day. This password will need to be repeated to the staff member before the child is allowed to leave with the person picking them up. This ensures the safety of your child and that they leave with someone you have authorised them to leave with.

Leaving

- Staff will ensure that parents/guardians check children out before they leave, (including the time of collection at holiday camp).
- Children can only be collected by an adult over the age of 16 who has been authorised to collect them.
- If parents are in dispute, we cannot bar a parent who has parental responsibility from removing their child, unless we have seen and have a copy of a court order stating this.
- Coaches will contact the main parent or carer for confirmation if there are any concerns regarding departures. The child will be checked out to the parent and an incident form raised for signing on the parent's next visit.





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- If any person collecting a child is not known to staff they will be asked for a password set by a parent or carers of the child earlier that day.
- The parent or carer must notify the club if they will be late collecting their child. If Super Star Sport West London is not informed, the Uncollected Children policy will be followed.
- In all cases a late fee will be charged at £8 per 15 minutes or part thereof after the stated end of the session.
- No child will be allowed to leave the club unaccompanied unless they have written consent from their parents/guardians. – See Walking Home Alone Consent Form.
- If a parent/guardian is perceived to be under the influence of alcohol or drugs, staff will do their best to prevent the child from leaving with them especially if they are travelling in a vehicle driven by them. Staff must report this to the Senior Management Team. If necessary the police will be called.



Super Star Sport
Inspiring the future

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