

COLLECTION AND SIGN OUT POLICY

MARCH 2018

Advanced Sports Ltd – Collection and sign out Policy

Advanced Sports Ltd acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances.

**Passwords**

Parents will be required to:

* Provide a secret password to the activity leader during the sign up process.
* Not share this password with anyone whom does not have permission to pick up their child.

Advanced Sports Ltd will:

* Request the password from you each time the child is collected, until the leader is confident that all staff can identify the parent/carer.
* Request the password from others whom have been given permission to collect the child. (Please note, if we are not satisfied that the person collecting your child has been given permission we will contact you directly to seek authorisation)

**Sign Out**

When collected, all children must be signed out on the given ‘sign out sheet’. This will include the child’s name, time of collection, and a signature from the person who is collecting. This allows **Advanced Sports Ltd** to ensure that all children leave the venue/premises safely, and with an adult.

**Walking Home**

If you give permission for your child to walk home on their own, you will need to contact **Advanced Sports Ltd** directly. Your point of contact for this is;

Maxine Ingram
07901 792248
m.ingram@advancedsportsltd.com

Please note; children will not be allowed to leave the venue/premises until the time that the parent has requested. They will sign themselves out, with the leader also signing them out.